I. **Degree Works (Memorie & Sharon)** – FYI: Sharon discussed petitions, exceptions, and attribute codes and explained that they are currently working with staff to clean up the workflow process in Degree Works.

II. **Transfer Credit Approval Process (Memorie & Sharon)** – There have been some issues where transfer credits are not rolling. This is causing problems for students who are trying to get into courses which have pre-requisites and when they are trying to figure out what year they are in (i.e., freshman, sophomore, etc.) and at what point they are able to register for their courses during pre-registration. Karen advised Memorie and Sharon to start a list of students whose transfer credits are not rolling and bring to the Banner Advisory Committee to find out what is causing the problem. **Deans:** Make sure advisors are reminding students to be looking at their Degree Works audit to ensure that everything that should be there is there to prevent problems in the future.

III. **Catalog Year Changes (Memorie & Sharon)** – Concern that we do not have a written formal policy that says what check sheet students are required to use. Degree works uses the most current check sheet. Karen advised Sharon and Memorie to draft a policy they would like, send the draft to Dean’s Cabinet for review. Once approved, the policy draft will go before the Academic Standards Committee. Karen also advised Sharon and Memorie to talk to Kerrie about how their proposed policy will affect financial aid, if at all. Sarah also should be part of the conversation.

IV. **Advising Survey Results (Molly)** – Overall survey results were shared, including student comments. Online advising is important, it keeps these students feeling connected to the college. J.D. suggested creating canned letters that can be sent to students, reminder emails, frequently asked questions that can be cut and pasted into the emails, etc. to help faculty who advise online students to stay connected to their advisees with more ease. Video tutorials are also helpful.

V. **New Faculty Orientation (Finalize) (Karen)** – **Renee:** Send out the faculty orientation listing we created to the Deans. Deans were fine with it. **Erin:** Work on getting the logistics taken care of for this orientation.
VI. **Faculty Mentoring (J.D.)** – Deans approved Jill’s mentoring C-2. **Renee:** Revise Jill’s C-2 and send it forward.

VII. **International Partnerships (J.D.)** – Coordination of international initiatives will need to be discussed with the new Provost. A study abroad experience was discussed. The current local policy will not allow a student to be non-degree and full-time. Other possible solutions will be explored.

**New Business**

VIII. **ESL: Brockport FYI (Molly)** – SUNY Brockport has space on campus for ESL, they recruit heavily. Dr. Scheidt will be helpful when he comes on board, he knows about the program and the coordinator.

IX. **Middle States Update (J.D.)** – Middle States should be getting back to us in the next week or so from the report we submitted.