

Advisor Meeting Minutes

Commencement

September 2, 2008

Micky Autrey, Kristin McDaniel, Jennifer Jahns, Karl Boysen, Sara Boysen, Becky Swindal, Lisa Chrans, Ron Brown, Chandra Bilson, Yvette Morales, Antoinette Curl, Susan Romanella

Commencement Program

Comments:

- The Commencement Program Process and Deadline Information handout was distributed
- The group was informed that a second report will be sent on November 11 that lists all late applicants that have chosen to have their name in the commencement program. The report will only include those who have applied after the Initial Candidate List that was run on October 7.
UPDATE: The report will be available for December.
- It was noted that you do not need to use "track changes" on program edits, Kristin will copy and paste exactly what is sent.

Action Items:

- Kristin will be sure that the report includes honors designations.
UPDATE: Was confirmed.

Attendance Policy

Comments:

- 21 hours should be the max that a student can lack in order to be allowed to walk.
- All "walkers" should apply for graduation.

Graduation Application

Suggestions:

- The group requested that an extra flag be added to the Graduation Application to mark an application as "Participant".
- Chandra requested a more efficient way to email groups of students based on status. (approved, disapproved, etc.)
UPDATE: Randy Young mentioned that the max number for mass email is somewhere around 400 email addresses.
- Add additional information to the confirmation page that tells the student that the spelling of their name will come from what they put on their application.

Action Items:

- Set a meeting Randy Young, Karl Boysen, and Provost staff set for September 8th
UPDATE: Group met and a project charter was drafted for the changes below.
 - Late add option for the candidate download
UPDATE: Added.
 - Participant flag
UPDATE: Added.
 - Email distribution list based on status
UPDATE: A button has been added to CATSWEB to select a group of students based on status.
 - Additional text on confirmation page
UPDATE: Added.
 - Additional question to the application for the student to indicate their intention as a walker
UPDATE: Not needed.

- Kristin will add a statement to the website regarding a student's name in the program.
UPDATE: Added.
- Micky and Karl will draft a disclaimer to add to the confirmation page.
UPDATE: Confirmation page has been updated.