First Item on Agenda: Jade Horning and transition from Mapworks to homegrown system.

1. Mapworks: Has been discontinued, could only use with new students because of per student cost. Last year only 43% of users were utilizing mapworks, last spring 15%. This coupled with cost began discussion that it was not a tool that fit into existing workflow and did not make sense for many people who worked in supporting our students.

   a. It is tailored to our institutional needs and fits with our existing workflows
      i. intentional planning was done to make sure that this system is used to fill in the gaps or augment areas that need assistance, not duplicate things that are already happening
      ii. Able to have different versions for different populations-Freshman, transfers, and going forward minority students, etc
      iii. has impact on course offerings campus wide and within departments
      iv. able to drill down on specific needs/challenges that pertain to particular student groups
      v. in the future may be able to pinpoint trends like classes that across campus are challenging classes and in need of support
      vi. would like to see more inclusive direction-aiming towards under-served populations: first gen, Black, Latino, Minority, International students
      vii. Jade welcomes comments/feedback to make sure that this system is reaching all students

Second Agenda Item: Semester Registration Panel-Admissions / Business Operations / Registrar Office

1. Business Operations: Christina M Geweke-SPF Holds and Terms of Condition
   a. 1700 hundred students have this hold, contacting students now to see how they can assist them in getting this Hold taken care of.
   b. huge number of JR/SR among students with this Hold
   c. phone calls and emails are being sent out however Phone calls not yielding results (disconnected numbers, no voicemail set up, etc.)
   d. emails sent out every month with message that their office are here to help but must reach out and get connected to them
   e. something new this year, added a new payment plan: now have a 5-month and 3-month payment plan option (for those that have not signed up for a payment plan still have an opportunity to do so) Will evaluate the effectiveness of this plan after the year. Student that is already on a 5-month plan CANNOT switch to new plan. It will not buy student more time. If they are struggling with 5-month plan, 3-month plan will not be of a benefit to them.
   f. what they see students are struggling with that they are behind due to summer classes
   g. students must reach out to their office, cannot speak with anyone other than the student about their account information in order to be in compliance with FERPA
   h. if student makes arrangements and gets holds temporarily lifted, hold is temporarily lifted for 24-hour period
i. In November, their office will be rolling out a Financial Terms and Conditions Statement, simply put an official document that states student is financial obligated to pay for their university bill. This a way to protect the university from any type of legal reprisal and have students understand the financial implications and responsibilities.

j. In order to ensure that students to sign their terms of conditions a hold will be placed on their accounts (STC) in March that will prevent registration for summer and fall, however work is in progress to make this part of summer orientation and will not have to worry about this hold in the future.

2 Admission: Jenny Connolly
   a. holds that come out of their office: ACT official scores and official high school and/or college transcripts
   b. will move back hold by one week if student shows that they have submitted an official transcript
   c. holds not waived or deleted, just pushed back
   d. have students stop by Office of Admissions to assist them in taking care of their holds
   e. if students are deliberately holding back because their previous transcripts are not their best, contact Amy Shipper, may be an ethical conduct issue at play here

3 Office of the Registrar: Marissa Timmerman
   a. in charge of getting the registration dates out, holds placed on students, assigned registration timed for students, and the pre-reqs. in courses.
   b. always open to feedback, assistance and comments that assist with better communication between their office and themselves to better assist our students

Third Item: My Advising Workspace (Michele Peck- Office of AA) and the Advising Portal (Dave/Maddy - Office of AA)

1. Advising Portal: to replace the advising handbook
   a. Meant to have bulk of information of all things advising: Professional Development, Advising Newsletter, important dates, links and information to related to advising. Check it out and provide feedback as it is continually being improved to maximize its usefulness for advisors.
   b. Advising news will also be posted here as well: holds, registration, curricula and class changes, and academic advising calendar
   c. Advising workspace will be for advisors with assigned advisees that will allow advisors to run reports. Want to be able to add to coordinators
   d. Contact Michele Peck to get more information about how it works and what types of reports would like to run, ex. GPA, ethnicity, majors, etc.

Next Meeting Weds. December 6th, ITTC 28