

Snack Club

1/9/07

Everyone introduced themselves and Alyssa gave a short history of Snack Club.

1. Fall 2006 Honor Roll Update
 - ❖ Program has ran and been sent to Lawrence. A student must have completed 12 hours with a 3.5 gpa. The program will not run again. If you have late additions, please let Chris know so we can post this by hand.
2. Fall 2006 Degrees and Diploma Update
 - ❖ All degrees have been posted with the exception of one program. Now we will begin preparation for printing.
 - ❖ When will diplomas be available? A. This is the first time through so we're not sure. Alyssa and Chris are gone until next week and will begin work on them when they return.
 - ❖ Students will need to pick up their diploma if they are local. We will not mail to any SAKU addresses as they are just too outdated. Student must either e-mail us or fill out a form with current mailing address. We will send out an e-mail to all graduates at one time asking for mailing address. Q. If someone sends in a card will you go ahead and mail it? A. Yes, but that form will be going away. The e-mail will be taking the place of the forms.
3. Academic Advising Update
 - ❖ Lisa gave history of on line applications. Strong interest here and on the Lawrence campus. Trying to improve with SAKU search match to improve. Now with more on-line programs, it makes sense to have an on-line application. In the process of creating the on-line application. Ours will be simpler. Want to set up meetings with undergrads to see what it will look like. Want to meet with graduate school to see if they are willing to switch from CollegeNet.
 - ❖ Lisa gave history of how academic advising piece came up. Currently have ARTS and want to design a new system. Departments want additional things not on ARTS. Driven by Lawrence Provost.
 - ❖ How many centrally advise (staff) – 2
 - ❖ How many faculty advise – graduate programs
 - ❖ Is advising mandatory for your students to enroll? Nursing – group - faculty assigned
 - ❖ Grad is faculty advised and required to enroll – won't give permission numbers until advising form is received.

 - ❖ We really need to know what direction to go. Gathering the advising program requirements will be huge. This will aid in the degree audit.
4. Academic Probation for Graduate Students

- ❖ Need 3.0 as a graduate student or will be put on academic probation. Please look through your students and let Marcia know who should be on academic probation. It is much easier for each department to look at their individual students and let her know than for her to go through 900 herself (quicker also).
 - ❖ Side note – Grading for fall is already shut down – every grade change now will have to be done by paper process.
5. Agenda Items for Future Meetings? None
 6. Important Dates – Alyssa went over dates
 - ❖ Alyssa noted a student cannot totally withdraw from all classes on-line. Recently there were two students from Spring 06 just now contacting us about their bill...they never withdrew..thought we would just disenroll them if they didn't pay their bill.
 - ❖ If a student wants to drop after the semester, they have to petition by writing a letter to the Office of the Registrar with appropriate documentation. The petition is reviewed by a campus committee that will make a decision.
 7. Sharing, Announcements
 - ❖ Lisa Erwin – Major change – Financial Aid must merge with Lawrence in terms of school codes. They will maintain their separate offices. Somehow students aren't getting the messages about the new school code. If they put the old code, it will get kicked back – we can't load their info until the student changes the code. Please let your students know...the new code is listed on the website.
 - ❖ Cheryl Pace – Students keep their e-mail account for a while after attendance has stopped. We do not disable their account until a student has not been on 2 20th day reports (skipping summer). After this occurs their e-mail is disabled and after 30 days deleted. They are given two weeks warning prior to our deleting it. We can also disable an account if you need us to...student being dismissed....angry employee, etc. Just contact us (Cheryl Pace or Shelly Crocker). These people should not show in the address book if they are not active.
 - ❖ Marcia Jones – Just a reminder – Graduate students **MUST** be enrolled in the semester they plan to graduate. This is a graduate school rule.
 8. Next Meeting – April 24, 2007 10:00 a.m. 1049 SON