The meeting commenced with approval of the minutes from the October 4, 2012 meeting. Tom Bitterwolf was introduced to discuss summer advising from the Administrative Hearing Board’s perspective.

Discussion of summer advising:

1. Tom Bitterwolf discussed his views of summer advising
   • Students off campus are unable to get a hold of advisors/faculty members when in need of advice
   • Some students had issues getting advising regarding residency which causes problems for the Hearing Board committee
   • The problems with advising lead to problems regarding the refunding of money
   • There is a problem differentiating between students who didn't act vs students who couldn't
   • Students need to see advisor before dropping all classes and are not able to drop but don't realize it, then get bill later

2. Discussion of summer advising
   • Andrew informed the committee of the existence of an advisor finder tool that generates an advisor for a student
   • It was brought up that some students might have trouble finding the tool
   • Shannon asked if it was available on VandalWeb, but it was brought up that getting material on the password-protected area was difficult.
   • The possibility of pop ups came up briefly, but it was pointed out that it would likely be vetoed quickly by others
   • An idea to put the advisor tool on the current students drop down menu was proposed
   • The idea of an extra page warning students of the implications of dropping could be added to the process, and Andrew informed us that he has a mock up of such a page to give to Nancy
3. Discussion of what can our committee do:
   • Andrew noted there is an issue of staff leaving without informing anyone or responding to advising emails while away, and also noted that advisor finder has info on who is around/in charge
   • The possibility of a document to send out to report for each department who is around at different times was brought up and Andrew volunteered to work on putting a template together
   • Andrew also announced the launch of an advising survey for students.
   • It was discussed that a lot of the problems being addressed have been improving over the last year or two
   • Andrew informed the committee that recruiters are at a point of being able to advise first semester students and then students are connected by email to a formal advisor
   • Steve expressed that the big issue now is making students aware and felt some departments are not as on top of things
   • It was agreed that the committee could make a formal recommendation to add the advisor finder to the website
     - A formal motion was made by Kelli to make a better website presence of advising tool by including it under current students tab. Motion was seconded by Michael Kyte
     - Motion was approved unanimously
     - Revision: Make the tool even more apparent during summer months
     - Motion carries

4. Teaching awards
   • Miranda informed the committee that the teaching award will be changed to have nominations eliminated so that the process can be integrated to an online format in line with other award processes
   • Michael raised concerns on having nominations eliminated because having people nominate themselves takes away from people being recognized by peers/students for their work
   • It was discussed if it is possible to have a way to keep nominations, and if so what would be the deadlines
   • It was agreed Miranda would find information for next meeting on how this will be incorporated into other similar awards and then we can discuss how this might affect the letter to nominees

5. Teacher evaluation review outline
   • The committee worked to outline a plan for review of teacher evaluations
   • The committee discussed the possibility of extending review to more than 1 year to ensure an in-depth review could be conducted
   • Miranda will talk to senate about their input/ideas and then we will continue to work on the outline next meeting