

Present: Chair: Melody Carroll, ABG; Russ Mullen, Agronomy; Tom Polito, Ag Admin; Josie Rudolphi, CALS Grad student; David Ross, Student Services; Mickie Deaton, Student Services; Mike Retallick, Ag EdS; Curt Youngs, guest; Jim Holtz, Biol; M. Peter Hoffman, An. Sci; Barb Osborn, Hort; Sarah Bender Miller, FSHN; John Burnett, NREM.

1. Minutes from September 14, 2010 minutes were reviewed and approved.
2. Dr. Curt Youngs, Animal Science, brought up two issues for committee discussion:
  - a. Math 100Z credits show up on the student's transcript as a 3 credit course, but it is not allowed to meet the 128 credit, BS degree requirement. This can be misleading to students. Can this course be identified as 0 credits on the transcript or in some other manner that is clear to students that the course will not be used to meet university requirements? Discussion followed suggesting the issue be sent to the University Advising Committee.
  - b. Students frequently transfer in more than 65 credits from community college. Can the advisor present the selected course list as a 65-credit package to be applied to the student's degree audit and move excess courses to Area 99 (Courses Not Applied) on the degree audit? A concern was expressed that incorporating this suggestion on a wide-scale basis at this time might delay the college office in making timely changes to degree audits made by advisers. The CALS Office will try to handle these 65-credit course packages as individual requests from advisers at the present time.
3. The Orientation Retreat has been set for November 18 at 12-2 pm. Most departments will participate in the retreat. Departments that have yet to respond are Biochemistry, Biophysics & Molecular Biology; Entomology & Sociology.
4. David Ross summarized the fate of suggested degree audit changes presented to the university degree audit office. All changes were accepted except two. The two changes not accepted were that
  - a. A statement that reads: "Needs X credits "...to reach 128." This would need to be major specific.
  - b. The second instance of "IN-P credits" under 4 yr/ISU credits cannot be removed.
5. NACADA Conference will be held in Winnipeg, May 18-20<sup>th</sup>. Dr. Acker will fund one person from this committee to attend. If you are interested in attending send an email to Dr. Acker by November 15 indicating how you intend to share the knowledge gained with the broader college community.  
[http://www.nacada.ksu.edu/Regional\\_Divisions/region6/index.htm](http://www.nacada.ksu.edu/Regional_Divisions/region6/index.htm)
6. The Graduation Office is willing to change the double major/double degree processing procedure. Rather than filling out and sending in a form, advisers can send an email. M. Retallick moved and B. Osborn seconded the motion that would allow advisers to request a double /degree and/or double major for the advisee by email. Motion passed unanimously.
7. M. Deaton announced a handout of procedures/guidelines for requesting ADIN access for new staff. She will distribute this to departments.

Meeting adjourned at 9:30 am.