



## *Meeting Minutes*

Wednesday December 8, 2021

8:45am-10:00am via Zoom

**Attendees:** Alsobrooks, Sarah; Anderson, April; Beal, Amy; Blackman, Theresa; Boyles, Kayla; Bulmer, Bryan; Cameron, Deanna; Castro, Carmela; Collum, Jake; Cooper, Donna; Davis, Amy; Davis, Eunice; Dayton, Scott; Doolittle, Jena; Dragoo, Rebecca; Felix, Lindsey; Forte, Cori; Freeman, Samantha; Fryar, Diana; Grisham, Stacie; Hargrave, Katie; Hartman, Hannah; Harville, Jason; Hawkersmith, Audrey; Henderson, Christian; Hensley, Robert; Hillman, Irene; Holmes Trujillo, Erica; Jordan, Sherrell; King, Kaelin; Laseter, Melissa; Leverett, Ashley; Martin, Emily; Matthews, Sylvana; McAuliffe, Kayla; McCauley, Joseph; McSweeney, Feryne; Mitchell, Heather; Moore, Yaritza; Noblit, Amber; Norris, Nicki; Orr, Nichole; Ownby, Nikki; Parrent, Marshall; Phillips, Teresa; Pusey, Leslie; Ridder, Zack; Sheppard, Leslie; Sherbesman, Carrie; Sims, Stormy; Stone, Allison; Stokes, Christopher; Sturnes, Robin; Thomas, Kim; Thompson, Barbara; Tinkham, Melissa; Ward, Donisia; Weibel, Rachel; Wells, Stephanie; Williams, Sherese; Zinner, Gerda

1) **Welcome** – Erica Holmes Trujillo

2) **Voting on Minutes** - Melissa Laseter move to pass, Nicki Norris seconded

3) **Announcements**– Erica Holmes Trujillo

Introductions of new members: Barbara Thompson, Melissa Tinkham, and Jacob Collum are newest CASA advisors. Audrey Hawkersmith is the new Career Counselor in CCLD, Sylvana Matthews is the new Director in Veteran Student Services

Submit Proposals for Bylaw Amendment- Due by end of January, vote Mid Spring.

NACADA Webinar request- Campus partners would like to participate, looking for any planning to participate to have a viewing group. Will coordinate with Centers to have a time.

4) **Africana Studies Minor**- Dr. Julia Cummiskey- interdisciplinary minor. Low student awareness. 18 credit hours. List on website is not comprehensive, not all courses offered every semester. Most courses get petitioned in, just because there are lots of new topics courses offered each semester. Utilize the website for helping students explore the minor. Notify Dr. Cummiskey if you hear about a class that sounds like a good fit for the minor.

<https://www.utc.edu/arts-and-sciences/history/africana-studies>

5) **Registrar's Minute**- Rebecca Dragoo- End of Term dates, see newsletter. Hold applied on Friday will prevent sending transcripts, will lift on Wednesday. To prevent incomplete transcripts being sent. Students not meeting requirements will be notified on 12/14. Reminder to use Override website for students needing overrides. Lisa Tarr asked about wait time for students. Erica recommended 2 business days timeline, may vary by dept, but

should have away message with clarity. Last 24 hour petitions, only courses taken elsewhere that satisfy UTC requirements need to be petitioned.

- 6) **Early Alerts debrief-** Stormy Sims (see attached ppt) Send email with any advice or questions.
- 7) **Future Business-** survey about re-engaging in person to be attached to minutes
- 8) **Questions/Concerns/Updates-**
  - a) General Education Petitions if a transfer student has approved gen at previous institution, it will be approved.
  - b) Stacie Grisham: Enrollment update: 33 days into registration we are on track. Changes daily. Two re-enrollment emails have already gone out- students who registered for Orientation but did not attend, and then stop out students.
  - c) Pre-Health is moving to the College of Arts and Sciences. Theresa's new office will be in the Hub.
  - d) Majors and Minors Fair 2/22. Encourage students to attend to learn about other majors and explore minors. Not just for Undecided students!
- 9) **Close - Next meeting on Wednesday, January 19, 2022**