

Attendance	Location	Next Meeting(s)
<u>Members:</u> Kim Wray Robert Benson Lance Olson Kim Weismann Jenae Hunter Katie Peterson Jennifer Nebeker <u>Minutes:</u> Jenae Hunter	Alumni Rm	Jan. 28 th
	Commencement	Notes
	8:00am	
	Adjournment	
	8:35am	

Minutes:*Absent: none*

1. Advisee Report – Jen
 - a. Query report to help see who has not enrolled. Kim Weismann will send out this report to faculty
 - b. Incompletes was discussed.
 - i. Incomplete forms will be sent to department heads and if an instructor has a student that they want to submit an incomplete, they need to discuss with department chair.
 - ii. Blackboard turns off for semester on the 18th. The instructor needs to contact Ryan Avery if they have incomplete students needing longer.
2. Learning Commons Hrs – Katie
 - a. Monday, Wed, Friday open till 4:30pm
 - b. Tues, Thurs open till 6:30pm
3. Onboarding Class – Katie
4. Inservice – Spring
 - a. Primarily for Faculty
5. Other Items