

MAAN Steering Committee Meeting Minutes

10am – 12am, January 29, 2016

1. Lynn Wildman - Welcome to new steering committee member Lori Yi, FAVS
2. Nathanael Lash will be leaving Mason on March 25, 2016 and the position of MAAN Secretary will be vacant. Nominations were opened and Smriti Kansal was nominated to fill the position beginning in April.
3. Liz Ohrt would like to be replaced by Stephanie Barnett as the CHSS representative to the MAAN Steering Committee
4. Jason King and Lynn Wildman – Reactions to the Registrar’s decision to move back Add/Drop deadlines
 - A. There was a lack of communication – many advisors were not informed
 - B. Concerns were raised regarding student schedules and not having enough time to finalize their schedules
 - C. Can the Registrar’s Office be flexible with our late adds?
 - D. Co-chairs will talk with Stephanie Zeher about improving communication with Registrar’s office
5. Thoughts on the timing of the Registrar’s report of students that applied for graduation but were not eligible to graduate
 - A. There was not enough time between the release of the reports and the emails that were sent to students
 - B. A longer turn around period would be helpful
6. Reflections from the Transfer Orientation from an advising perspective
 - A. Very few if any transfer equivalencies had been completed which resulted in many advisors doing them manually with the students’ transcripts
 - B. Students were admitted to Mason up until the first day of courses which was very problematic for advising a semester worth of courses
 - C. Students who are admitted right before the semester begins are not being set up for success and often are frustrated to encounter the “Mason shuffle” of needing to speak with various departments within a short amount of time
 - D. Attendees suggest that Admissions no longer admits students after the last orientation
 - E. A better support network be developed for late admits
7. Jason King – Academic Experience Panel at orientation with Jeannie, an advisor, and a student went well and will be expanded to summer orientation
8. Wayne Adams – VCCS Symposium Update
 - A. Save the dates were sent out and lots of Out of Office replies came back
 - B. Invitation to Mason Advisors was sent out on February 2nd
 - C. Planning is plugging along!

9. Assad Khan - APAC Update
 - A. FERPA form revised so that the length of time the form is effective is either one semester or one instance
 - B. Students will need to submit two different copies for Registrar's office and Financial Aid
 - C. Advisors are not necessarily obligated to share information and can refer to the Registrar
10. Advisor of the Year selection committee needs additional members who are previous winners
11. MAC will be marking spring dates soon
12. New MAAN shirts coming soon!
13. LOL dates will be put out in newsletter
14. RAW – Kiosks are booked and we are looking to get more students and PAs more involved and invested
15. Wayne Adams – Technology update: Dynamic forms are going to be slowly rolled out and will also help course scheduling and catalog changes to be simpler and easier to manage
16. Assad Khan – Course Elsewhere
 - A. Lab courses elsewhere will not be approved if they are online or have an online lab component
 - B. Advisor and Dean approval should be given BEFORE the form is sent to the appropriate department
17. Sara Montiel – Policies for non-degree seeking undergraduate students not clear and somewhat contradictory in university catalog. Specifically, wording that indicates a student may not take courses as a non-degree seeking student if they “intend” to earn a degree at Mason. Jason King will follow up.