Members present: Joe Clifton, Gang Feng, Beth Frieders, Rob Hasker, Steve Kleisath, Joan Riedle, Tony Thomas, Sheryl Wills.

1. The meeting was called to order at 10:00 a.m. in Ullrich 202.
2. The minutes of the September 13, 2010 meeting were approved as distributed.
3. PASS improvements: There was an extended discussion on improvements to PASS. Hasker will distribute a summary of this discussion in a separate document; however, his summary will be included below for completeness.
   a. Support dropping students from courses if they do not meet prerequisites because they fail a course in the previous semester.
   b. Activate the To Do List on the Advisee Student Center to support messages such as needing to address an incomplete grade for a course by a given date or needing to complete remedial courses within a given time period.
   c. Support arbitrary start and end dates for courses to allow for non-semester-based grading. This could alleviate issues some on the committee have with needing to give incompletes on a regular basis for courses where it known that a grade will not be available by the end of the semester.
   d. Provide a notice to students (either on the transcript or elsewhere) indicating that a student is “at risk” if his or her GPA falls below a certain level.
   e. Provide more visible confirmation for instructors that grades have been saved or posted. Some of this is simply terminology: the meanings of the terms used by PASS are not clear to all faculty.
   f. Support emailing students by academic year or major and emphasis. For example, an advisor might want to send a notice to first and second-year majors informing them of section being opened. One way this might be supported would be to include academic year and major/emphasis in the list of advisees and allow sorting on those columns.
   g. Support creating advisor-generated summary reports capturing such information as students who are at risk or students who still have advising holds in place. This information is available already in PASS, but when an advisor has 50 or more advisees it is time consuming to have to check them individually.
4. Purpose and duties of the Registration Committee: A starting point for an updated description was given in the minutes for this meeting. The members present agreed to the updated description with minor wording changes.
5. Faculty Senate
   a. The course repeat policy forwarded to Faculty Senate passed. It was noted that this policy should be forwarded to Student Senate and the Chancellor or Provost as well.
   b. The change from “C or better requirement” to “C− or better requirement” was also passed by Faculty Senate.

Respectfully submitted,

Anthony Thomas