Adminstrative Update
- Memo for DSA deadline
- Registrar confirmed “A+” will not be an option in Fall 2019
- Academic Equipment Replacement funding is available now – look for an email from Bruce

Associate Dean's Report
- Call for nominations for Academic Hall of Fame

Assistant Dean’s Report
- Submit mid-semester estimates

Facilities
- Follow up about space reconfiguration once Moffett is renovated
  - There is an architect plan that will be revisited as a starting point

Old Business
- Changes to commencement ceremonies – draft sent just before the meeting
  - Eligibility for students for Dec 18, May 19, Aug 19, exceptions for SA and teaching
  - Department assignments will rotate every year
  - Department assignments by number of students, may readjust based on enrollments
    - Not looking at size of faculty in each department
  - Schedule is pretty close to final; getting feedback from Chair’s council
    - Still time to make a suggestion, send to Bruce

New Business
- Mid-semester feedback procedures
  - Announced by Provost and then by Advisement and Transition
    - This year’s date is hitting at the same time
  - Concerns shared with Bruce
    - Term “struggling” not well-defined
    - Time to enter the information of concern, one faculty reports 1 hour and 10 minutes for a large class
  - Concerns shared at meeting
    - Request is too early, not a true measurement
    - There are not enough gradations
    - Suggestion: include a blank box
    - Midsemester estimates are redundant to what faculty are already doing
    - “Punishing” to require that faculty need to click for every student
- Clicking on “Consider withdrawal”: don’t know how a student will interpret this; Withdrawing from a course may impact Excelsior scholarship
- Change name to “early warning” from “mid-semester”
  - Should we have Abby or somebody from the office visit us?
  - Is the new system more time consuming than old system?
    - Less time-consuming; one-click less; less scrolling

**Additional Items**
- Question about the alternate final exam schedule, can’t find the form
- Future topic: Annual report process in Watermark
  - Category doesn’t mesh with some activities
- Invite Financial Aid to discuss Excelsior scholarship and impact on advising and curriculum
- Searches are running slow
  - Held up in affirmative action
  - Search committee training is problematic