



Committee Meeting Minutes

Meeting Date	November 9th, 2016
Meeting Time	2:00PM
Meeting Location	Room 212
Type of Meeting	Regular
Committee	PASS
Facilitator	Nokomis Paiz and Laurie Neadeau
Attendees	Nokomis Paiz, Tami Nendick, Jeff Jones, Delana Smith, Brandon Spears, Mandy Schram, Betty Kimbrell, Jamie King, Cassy Keyport, Devery Fairbanks

Form revisions		
Time Allotted	5 minutes	
Presenter	Nokomis Paiz	
Discussion		
Change to nomination form		
Conclusions		
Approved change form reflecting PASS committee as voting body		
Action Items	Person Responsible	Deadline
Update online forms	Nokomis Paiz	ASAP

Academic alert updates		
Time Allotted	25 minutes	
Presenter	Nokomis Paiz	
Discussion Faculty and staff discussed students who are at risk of being unable to pass one or all of the classes they are enrolled in.		
Conclusions Continue to work with students to increase probability of academic success and identify those who are unable pass Committee agreed upon proposed changes		
Action Items	Person Responsible	Deadline
Student Success and Student Services will work together to contact students regarding academic difficulties	Delana, Nokomis, Laurie, Brandon	ASAP
Continue to utilize academic alerts and alert Student Success and Student services of students who are unable to pass class	instructors	ASAP

Disability Services		
Time Allotted	5 minutes	
Presenter	Nokomis Paiz	
Discussion		
One student has applied for disability services		
Conclusions		
Student is eligible for disability services as per our guidelines		
Action Items	Person Responsible	Deadline

Work together to assist student with additional services	Student Success and instructors	
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Academic Appeal		
Time Allotted	10 minutes	
Presenter	Nokomis Paiz	
Discussion		
Two academic appeals were presented		
Conclusions		
Committee concluded more information was needed before committee can take action		
Action Items	Person Responsible	Deadline
Letters will be drafted and sent to students identifying more information needed	Nokomis Paiz	ASAP

First Year Experience		
Time Allotted	5 minutes	
Presenter	Nokomis Paiz	
Discussion		
Update on First Year Experience course development		
Conclusions		
Continue to work together to develop course content		
Action Items	Person Responsible	Deadline
Continue to explore possible course ideas to improve student success	Student Success and instructors	ASAP

*Nickomis Paiz*_____

*11/9/16*_____

Signature of Committee Chair

Date