



# Committee Meeting Minutes

<b>Meeting Date</b>	9/6/16
<b>Meeting Time</b>	10:00AM
<b>Meeting Location</b>	Room 215
<b>Type of Meeting</b>	Special
<b>Committee</b>	PASS
<b>Facilitator</b>	Laurie Neadeau and Nokomis Paiz
<b>Attendees</b>	Laurie Neadeau, Brandon Spears, Delana Smith, Jeff Jones, Jamie King, Betty Kimbrell, Nokomis Paiz

Agenda Item #1:		
Time Allotted		
Presenter	Laurie	
<b>Discussion</b> Reviewed updated list of 13 students with attendance concerns as per Administrative Drop policy One student from list is confirmed to drop classes		
<b>Conclusions</b> Attendees will attempt to contact students who have not already been reached regarding their wish to attend class or drop from classes for Fall Semester		
Action Items	Person Responsible	Deadline
contact students	Laurie, Betty, Jamie, Brandon and Nokomis	9/6/16 at 3:00PM
Drop student from fall semester class schedule	Laurie	9/6/16 at 3:00PM

Agenda Item #2:	
<b>Time Allotted</b>	
<b>Presenter</b>	Laurie

<b>Discussion</b> Students attending classes for which they are not registered		
<b>Conclusions</b> Student high school records are unavailable, official transcripts are required prior to enrollment		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Two students will be dropped from classes	Laurie	

<b>Agenda Item #3:</b>		
<b>Time Allotted</b>		
<b>Presenter</b>	Laurie	
<b>Discussion</b> Academic Suspension Appeal		
<b>Conclusions</b> Student must provide more information for appeal		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Send letter to student addressing concerns and need for more information prior to registering for Spring Semester 2017	Nokomis	

Nokomis Paiz \_\_\_\_\_

9/7/16 \_\_\_\_\_

**Signature of Committee Chair**
**Date**