1. Review of the minutes
   a. Posted to website
      – Any changes or corrections can be emailed to Mary Arndt

2. Committee Updates (to include outcomes for each sub-committee)
   a. Assessment of Advising Workloads Committee (Tom, Jeremy)
      – Survey results (from the Pullman campus) were reviewed
      – All colleges were represented in the assessment as well as non-professional areas
      – Advisors who have large advising loads do mostly advising but 15% or more were non-advising duties
      – Suggestions given: on open ended questions, put similar themes together to provide better picture and how many times same themes appeared
      – Final report with draft recommendations to ACG by the January meeting
   b. Advising Issues (discussion of first received issue) (Chrisi, Karla, Suzanne, Tom, Jessica)
      – Discussion revolved around researching how other universities handled ALEKS testing before ALIVE sessions
      – Support letters from across campus indicates this is a real issue
      – Concern: letter sent to Associate Deans appears to be from ACG, without sufficient context and background
      – NSP will have meeting to discuss this with designated advisors, recruitment personnel, and Math department representative
      – Discussion on changing wording on form, as well as keeping anonymous the person submitting an issue
   c. Communication/Newsletter (Chris, Jeremy, Angie, Amanda, Lisa L, Marian)
      – Ready to send out at end of week
      – Has placeholder for photos if anyone wants to contribute
   d. Forum (Kristy, Brooke, Sam, Ray, Amanda, Cynthia) – No report
      – Analysis of Forum feedback for January meeting
   e. Technology (Brooke, Sam, Kristy, Angie, Lisa L) – No report
   f. UAAEC updates– Information discussed below

3. Other Updates
   a. ACADA Executive Committee (no representative report)
   b. Transfer Clearinghouse
      i. Transfer Information for Advisors, December 4, Murrow 53, 1:00-2:30 pm
         – Important information for current and new advisors will be discussed
ii. Sweep information - Tabled

4. New discussion topics
   a. Review and discuss reinstatement rules, 38 and 39 - Tabled
   b. SSC Campus texting capabilities and guidelines
      – UAAEC is taking up this issue
      – Discussing how often, where to house, and working with parameters on how it works on both ends
   c. Conditional continued enrollment summary discussion
      – UAAEC is continuing to work on this
      – Responsibility may fall on advisors to identify those students who are at risk
      – Concern: what to do with students coming in who are academically vulnerable?