Minutes:
Absent: none

1. Advisee Report – Jen
   a. Query report to help see who has not enrolled. Kim Weismann will send out this report to faculty
   b. Incompletes was discussed.
      i. Incomplete forms will be sent to department heads and if an instructor has a student that they want to submit an incomplete, they need to discuss with department chair.
      ii. Blackboard turns off for semester on the 18th. The instructor needs to contact Ryan Avery if they have incomplete students needing longer.
2. Learning Commons Hrs – Katie
   a. Monday, Wed, Friday open till 4:30pm
   b. Tues, Thurs open till 6:30pm
3. Onboarding Class – Katie
4. Inservice – Spring
   a. Primarily for Faculty
5. Other Items