**Academic Support and Student Services Committee (AS&SS)**

**Minutes**

November 16, 2023

10:00-11:30

<https://csub.zoom.us/j/87925964049?pwd=UGNZWmhBbUlVTTg4YTFFVmNONmFGdz09>

Meeting ID: **879 2596 4049**  Passcode: **502866**

**Members:**

Dr. Elaine Correa (Chair), Dr. Melanie Taylor (Vice-Chair),

Dr. Alicia Rodriquez/ Prof. Mary Slaughter she/her (A&H), Dr. Antje Lauer (NSME),

Dr. Atieh Poushneh (BPA), Mr. Eric Lord, LCSW/Counselor (At-Large),

Prof. Matt McCoy (Librarian), Janine Cornelison (Student Services Professional),

Ignasio Castillo (ASI Exec-VP), Luis Hernandez (Staff), Sandra Bozarth (*ex-officio*, Dean of Libraries), Dr. Denver Fowler (*ex-officio*, AD Undergraduate. & Graduate Studies),

Dr. Jennifer McCune (*ex-officio*, AVP Enrollment Management Designee),

Dr. Markel Quarles (*ex-officio*, VP Student Affairs Designee) and Mike Kwon (*ex-officio*, ASI Director)

**Absent:** Mike Kwon [excused], Dr. Markel Quarles, Dr. Denver Fowler, Prof. Matt McCoy [excused],

I **Call to Order** Motioned:Dr.Antje Lauer, Second Dr.Atieh Poushneh

II **Approval of Minutes**

* Approval of Minutes November 2, 2023

Motioned Dr. Atieh Poushneh, Second Dr. Antje Lauer

III **Approval of Agenda**

* Approval of Agenda: November 16, 2023

Motioned Dr. Antje Lauer, Second Dr. Atieh Poushneh

V **Old Business**

* Referral #28 - Testing Center - Update: lead Matt McCoy

Prof. McCoy was sick and unable to provide the report.

* Referral #35 - Skipping Course Waitlist - Lead Dr. McCune

Dr. McCune provided a second update indicating that currently the system does not notify the academic unit, but she will see if it is possible to notify students.

Changes would be a heavy lift for IT that can’t be done right now, especially without additional resources. Every campus does their own version of programming, and the waitlist process has already been designed and can’t be changed. However, departments can handle their own waitlists if they wish. Example- Psychology has their ASC handle waitlists. Recommendation will be drafted by Elaine and sent to the Executive Senate.

* Referral #13 - Advisor and Student initiated Course Add/Drops in Adobe Sign

The committee reviewed the recommendations and voted to approve.

Elaine will send the recommendations to the Executive Senate

* Referral #37 - Academic Integrity Pledge Recommendations – The committee reviewed the recommendations and voted to approve.

Sandra requested that the recommendations be sent to her and the committee for feedback from the Library.

VI **New Business**

* No new Referrals

VII **Open Forum**

* + Announcements

VIII **Adjourn**