Members in attendance:
- Lauren Sanborn (COE), Co-Chair
- Brittain Goff (DMSB)
- Emily Longshore (DMSB)
- Rachel Acosta (CIC)
- Heidi Waltz (CON)
- Stephanie Richards (HRSM)
- Valeria Bates (HRSM)
- Janis Leaphart (CAS)
- Michael Davis (CAS)
- Paige McKeown (UAC)
- Claire Robinson (ex-officio)
- BJ Beckham (Registrar)

Overview of committee accomplishments:
- Report that describes advising practices across campus
- Created general best practices
- Best practices for Notes in Navigate

Navigate App for Students:
- Demo meeting on Monday, 11/11
- App might be introduced to students through UNIV 101 next fall
- Three Main Features
  - Pivotal Moments
    - Student To-Dos
    - Events
    - We need to coordinate so that we do not send too many repeating notifications to students
  - Tools
    - Appointment Scheduling
    - Study Buddies
      - Does this have the ability to share notes? We have had students called into Judicial in the past because of sharing take home exams.
    - Hold Alerts
      - This should update every evening
  - Student Input
    - Survey
    - Quick Polls
    - Major Explorer
      - Roll out Date is Fall 2020, whether it’s everyone or just a small group
      - Next Sit down with Consultants will be forthcoming

Degree Works Audit
- Break out into groups and come up with a consensus for audit use before, during, and after the advisement appointment.
The following practices are recommended **before** the start of the advisement appointment:

- Instruct students to review their audit prior to the advising appointment
- Instruct students to identify a list of courses they are interested in taking based off of remaining requirements
  - Suggest students review the “Registration Checklist” Format option in addition to viewing the audit
- Review audit for accuracy and make any needed corrections
  - Review exceptions
  - Review fall-through courses to ensure they are not degree applicable
  - Review curriculum and catalog year
- Check student’s GPA
- Anticipate possible questions the student might have during the appointment

The following practices are recommended **during** the advisement appointment:

- Educate students on how to use the audit
  - Ensure students know how to access their DegreeWorks audit
  - Explain applied exceptions
  - Explain the importance of “Process New” when viewing the audit
  - Explain different categories of requirements (major, minor, Carolina Core, etc.) and explain if the course can meet more than one requirement
  - Explain how to view course descriptions
- Empower students to use the audit to answer questions they have regarding their degree course requirements

The following practices are recommended **after** the advisement appointment:

- Process needed exceptions
- Enter course recommendations as a note if not using the Student Education Planner
- Freeze the audit

**Student Educational Planner (SEP)**
- Tabled for future meeting

Next Meeting: December meeting will most likely have the consultant, December 6th