**BAAS Departmental Meeting, September 14, 2015**

PRESENT: Baker, Ball, Blount, Bussell, Lair, Lancaster, Sadler, Taggart,

1. Advising Responsibilities *f*(15 hour workloads, new curriculum).
   1. Theresa Sadler (A-F) Returning Students Only
   2. Tina Lancaster (G-L) Returning Students Only
   3. Annette Taggart (M-R) Returning Students Only
   4. Misty Lair (S-Z) All NEW Students

Grady suggests we need a single point for centralized advising; like with Misty. Please discuss and consider options for inclusion in IE Plan which is due 10/7/15.

1. Curriculum Committee (Tina and Annette)

Grady will send last version of new curriculum write-up to Tina.

1. Need Faculty Senate Representative and alternate.

Annette will serve as first BAAS Faculty Senate rep with Tina as alternate.

1. IT 303 scheduling (Tina/Annette)

Grady will check with Eddie Oh on our desire for the course to be renamed Technical Communications. Ensure they are moving this name change through their curriculum revision process. Annette must be able to teach this course.

1. Student Evaluations available. See 9/8 email.
2. IE Plan due 10/7/15. I need help on this.
3. Dean Donham requests that we consider offering 8-week Flex Courses
   1. Flex sections must begin after the 13th class day of the semester.
   2. Draft of Spring 2016 schedule due to dean by September 18th (this Friday).

Much discussion about the fact that we used to do this but ran into problems with Veterans, Financial Aid, and other stakeholders. Annette concerned that it may be too late to roll out 8-weel classes for the Spring sessions. Theresa will put out a one question survey to our students to assess interest.

1. *Certification Date* is September 15, 2015 (tomorrow). Go in to *My Leo* to certify student attendance.
2. Budget Updates. Need internal encumbrance mechanism (Wendy).

Wendy requested to keep internal spreadsheet of all our expenses. Grady will get with Selecta to get a list of all account numbers and balances to Wendy.

ERRATA: We decided to continue meeting every Monday at 12 Noon. Buy your own lunch. Will start on 9/21 back at Dos Laredos. Wendy will check with Luigi’s to see if their meeting room is available anytime.