Meeting began at 3:00 pm

1. **Review of minutes from 3/3/10 meeting**
   No comments or changes on the meeting notes, minutes approved as distributed.

2. **Reports**
   a) **Retention Sub Group:** Nothing to report.
   b) **Student Survey:** Michelle advised that she has a draft of the survey incorporating the committee’s comments and suggestions. Discussion followed on best method of getting the survey to the right students and then how will the results be collected and reviewed. Recommendation was that the survey be sent to two different populations of students, those that stop out and those that request official transcripts be sent to another school (and who are not graduating) The registrar’s office should be able to produce these reports. The survey can be sent and received electronically possibly by using a “student friendly office address”. Additionally,
various offices that interact with students could send the survey to students that leave FGCU without graduating.

**ACTION:** Michelle will distribute a draft of the survey and will look at setting up a web based site (post office) where the responses will get sent to (example of one is student voice). Susan will work on the two reports listed above.

c) **PBC Report:** Marc advised that the only comment received so far is that the report did not include or allow for the doctorate programs. Donna will continue to work on getting the data. Donna advised that the PBC is meeting tomorrow and we may receive some feedback after the meeting. Marc advised the action plans submitted as part of this report are now our official working documents and that we will be routinely revisiting them for updates and progress. A yearly submission will be made to the PBC. We will discuss each action plan in turn starting with the Five Year Enrollment Projections by College at the May meeting.

3. **Handling of Undeclared Students:** Donna advised that this question came from the Dean’s Council and they wanted to know how and where these students get their advice on choosing a major. Explanations have been provided and in fact the handling of FTIC undeclared is working well for the most part. A discussion ensued as to how we can improve the process for more senior students in particular those that are over 30 hours. Two suggestions were: (a) have a major’s fair both in spring and fall and (b) institute a series of workshops on choosing a major. The Academic Advising Council will be asked to consider these options and to offer other suggestions.

**ACTION:** Andy will work on a template for a workshop. Marissa will raise the subject to the AAC.

4. **Non-Degree/Post Bac Students:** Donna advised that this was another question that came from the Dean’s Council and she believes it has been answered. Marc stated that there is another issue that has arisen with respect to second bachelor degree and master’s degree students. The issue is with respect to financial aid for these students. Graduate students taking UG classes can’t get financial aid. Mike indicated that a major problem area was in the MBA program where the foundation courses are also offered at the U/G level. There have been ongoing discussions on possible solutions and the committee will be kept informed. A near term solution is to encourage more students to enroll as a second bachelor’s degree to get either pre-requisites completed or alternative foundation courses.

5. **New Business:** Marc discussed the new legislation put into place with respect to Excess Hours. There is actually a committee which has been working on this.
Basically, the new legislation states that any student who has 120% over the required hours for their major will be charged a 50% surcharge. This will affect several different departments and advisors. Marc will keep all informed on the progress towards implementing a solution for identifying, advising and assessing fees to the students in a potential excess hours situation. It may be as early as fall 2010 for some students to be charged excess tuition.

Meeting adjourned at 3:55 pm
Next Meeting will be on May 5, 2010 in AB5-210 from 3:00pm to 4:30pm