Present:
Travis Gore, African and African American Studies; Nicholas LeBlanc, Anthropology; Courtney Poythress, Army/AFROTC; Robert Kintz, Art; Lori Harris, Ash Barnes, Asian Studies; Summer Montgomery, Biology; Jill Fallin, Chemistry; Kim Miles, Classics; Vilma Berg, Communication Studies; Jodie Turnbull, Computer Science; Ashante Diallo, Carolyn Turner, City and Regional Planning; Phyllis Hoffman, Victoria Walker, Economics; Ashley McCullen, Exercise and Sport Science; Nell Phillips, Geography; Deborah Harris, Geology; Valerie Bernhardt, German and Slavic Languages and Literatures; Rachel Copeland, Marine Sciences; Brenda Bethea, Mathematics; Janis Carter, Naval Science; Theresa Stone, Philosophy; Julia Carralho, Beth Jaeger, Shannon Mitchell, Physics and Astronomy; Maya Budihardjo, Public Policy; Janice Kang, Jenn Workman, Psychology; Myra Quick, Religious Studies; Ben Haven, Sandy Wilcox, Sociology; Charlotte Rogers, Statistics and Operations Research.

Nick Siedentop, Curriculum Director, welcomed the group.

1. General Announcements
   - The spring Student Services Staff meeting will be April 11, 2012, in Toy Lounge.
   - Information and minutes for Student Services Staff can be found on the Office of Undergraduate Curricula Web site.
   - **Grade Rosters:** To do a departmental grades status report in Connect Carolina after logging in, go to Reporting Tools/Query/Query Viewer/NC_SR_Grade_Roster_Status. Enter the term and academic org. The Registrar’s office is manually posting grades by the next day.
   - **UPM 04:** Policy changes in the course numbering system, which were approved by Faculty Council, were distributed. The changes include bringing course types into greater alignment across the curriculum, such as Special Topics courses will now end in 90 (490, 590, 690). Advanced undergraduates will be able to register for 700-800 level courses, with the instructor’s or department’s permission. UPM 04 can be found here: [http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-4-standard-course-numbering-system/](http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-4-standard-course-numbering-system/)
   - **CRAS:** Staff members were reminded that when they submit in CRAS, course descriptions should not exceed 50 words. This includes preparation statements, but not pre- or co-requisites. Short titles should be in all caps for student transcripts.
   - **Sakai:** A pilot grade import from Sakai to Connect Carolina will be done fall 2012.
   - **Enforcing Prereqs in Connect Carolina:** Nick will write departments in late January/early February 2012 for more courses with pre-reqs for fall 2012 registration. Once installed in Connect Carolina, the prereqs will remain active as course components. The system will assume students will complete the requisite course for in-progress courses and will not block their registration.

2. May Graduation Weekend
   Jane Smith, Associate Director, University Events, said that spring graduation will be Saturday and Sunday, May 12-13. Commencement will take place in Kenan Stadium, rain or shine, no tickets required.
The graduation information day for undergraduate students will be Wednesday, March 14, 10am-5pm, in the Great Hall of the Student Union. Jane asked the Student Services staff to encourage graduating students to attend a session that day, learn about facilities, events, parking, and order caps and gowns.

Senora DeCosta, Assistant University Registrar, reported that the registrar’s commencement schedule will be posted on the registrar’s web site, http://registrar.unc.edu/index.htm. Questions can be directed to Joan Roberts-Coleman, joanrc@email.unc.edu, 962-9861.

It was requested by Student Services staff that a query be made available for individual departments to learn the graduation status of their students. The deadline for making application to graduate is February 10. Senora thought a query could be built by the April meeting, or possibly by March 1. Nick will work with members from the Registrar’s Office and the Graduation Division in the Academic Advising Program to produce a public query.

The GPA rank book is available. Those who need it should contact Senora.

Jill Crowder, Business Services Coordinator, UNC Grounds, told the group to contact her with their requests for departmental party needs, including space, tents, tables and chairs.

Eve Bradshaw, from Student Stores, introduced Christina Steger, who will be replacing her at retirement. Eve manages caps and gowns and faculty regalia rentals. This year’s caps and gowns are made of recycled materials, and were redesigned by Alexander Julien last year.

Kresha Russell, Catering Director, Carolina Catering, and Pallas Adamopoulos, are available to help departments hosting graduation parties. Catering will customize to fit individual unit budgets. They handed out business cards with their contact information.

The meeting adjourned at 11:15am.