Banner Operations Committee
September 22, 2015
2:00 PM

Present: Crystal Creekmore, Vicky Johnson, Renee Stanford, Carolyn Carthen, Cathy Brett, Kim Braden (recording).

Absent: Tina Hicks, Beth Reed, Penny Pitts, Lisa Payne, Necedah Henderson, Mary Chambliss, Teresa Suit, Jerrie Smith

1. **GR Banner codes:**
   a. Crystal will send email to the committee. Will help FA get setup.
   b. Debbie Miller is the "gate keeper" of where data is stored. Email Deb and Nicki Jones regarding coding.

2. **Grad Program:**
   a. 12 apps
   b. 2 complete-sent for review
      i. 1 withdrawing their application
      ii. 1 already w/d—didn't know they had to take 6 hours, can only take 1 class
   c. Enroll and complete 6 hours every semester
   d. Nov 2 is deadline to apply for Spring
   e. 25-30 cap

3. **16/17:**
   a. 2 separate catalogs—grad/undergrad
   b. Provisional admits: moved language to undergrad
   c. Create form-submit by undergrad faculty advisor
   d. Fall 2016 deadline is June 1

Respectfully submitted by: Kim Braden