1. Approval of minutes of January 26, 2018 School of Professional Studies meeting.

2. **Carnegie Unit Draft Policy** – work by Dr. Jackson. A link Dr. Grotrian-Ryan found useful when devising training hours for AmeriCorps students: https://www.rit.edu/academicaffairs/tls/sites/rit.edu.academicaffairs.tls/files/docs/Course%20Design_Online_Time%20on%20Task_v1.5.pdf

3. Course Rotations – updates http://www.peru.edu/professionalstudies/advising

4. Advising holds are in place for students who are term activated for the fall semester. Priority registration:
   - Seniors and PostBacs – April 3
   - Juniors – April 4
   - Open Enrollment – April 5

5. Graduation Application Reminders – the new electronic graduation application
   A. Potential December 2018 graduates who have reached 84 credits have been notified via email and through MyPSC that the graduation application is available as a message on their MyPSC dashboard.
   B. They can complete the application and pay the fee through MyPSC (or they can pay in person at the Business Office).
   C. They have until the deadline of April 15 to apply.
   D. If they are not planning to graduate in December, they can ignore this message, and it will be sent again next semester.
   E. Once the student has been provisionally approved for graduation (in their last semester, most likely), their registration will be locked, so they cannot make any changes, such as dropping a course that is required for graduation. They will be directed to Student Records who can work with the advisor and/or Dean to assist the student.

6. Academic Assessment Meeting in Disciplines

7. Sports Marketing and Communications Minor

8. Committee Reports