1. **Introductions/Minutes/Updates (John Parrish)**
   - Motion to Approve October Minutes – Andy Goldstein motioned to Approve/ Jeff Korab seconded: September Minutes were approved

2. **Announcements - Steve Cramer**
   - There is reduced time that students are taking to get a degree – Under 4 Years
     - Down to 3.9 years
   - Those who finish sooner tend to have more AP credits and larger credit loads per semester
   - Major declaration and career planning - this is decreasing

3. **Proctoring Software - Steve Cramer**
   - Close to making a decision on proctoring tool (Digital Exams)
   - Levels of potential service
     - Student perspective - certified Live proctoring is extremely distracting
   - Considering a one-year agreement (not a 5 year contact that UW cannot get out of)
     - Run 2 Proctoring Software side-by-side
   - Desire from some students to have testing done professionally
     - Still have room for students to test take in (procurement of rooms can be difficult)
     - Who is this affecting the most? Who is doing the metering? Who is helping adjudicating?
   - Where that might best originate

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**Attendance:**

Bethany Gordy
John Parrish
Lesley Moyo
Anika Chattergee
Shawn Green
Steve Cramer
Jeff Korab
Amy Berendes (Stand-in for Andrea Deau/OnlineUG)
Barb King
Paul Oliphant
Brian McNurlen
Andy Goldstein
Shirin Malekpour
Selma Faurach
Gina Gomez