

**University of Denver
Student Bar Association
Weekly Meeting Minutes**

- I. Call to Order
 - A. Attendance
 - 1. Absent: Joey, Banafsheh, Kelsey, MJ
 - B. Approval of last week's minutes
 - 1. Approved; none objected
 - 2. Knicky, Ashley, Lee abstained
- II. Guest Speakers: Dean Moffat and Emily Cederberg, Assistant Registrar
 - A. Scheduling survey and schedule for next semester
 - 1. There will be fewer students next year, so there will be fewer classes
 - 2. A full, though tentative, schedule should be available for Summer, Fall, and Spring 2016 by spring break
 - 3. Thought will be given to demand for certain classes in certain semesters
 - 4. Looking for more survey responses next time
 - 5. Q&A and feedback about scheduling
 - a. Some evening classes overlap with each other by 5 minutes, which should not be happening
 - b. Responses to the survey are always helpful
 - c. Academic advising will be around spring break
 - d. Course descriptions are always available
 - e. At this point, markings for class availability (i.e. offered every 2 years) is not possible; a list or asterisk is an option
 - B. Registration Process
 - 1. Will begin after Spring Break
 - 2. Office will post a "how to guide" for registration
 - a. Guide is currently available on the University website
 - b. But it is kind of buried
 - 3. Summer Registration Schedule
 - a. March 30 to Apr 6
 - b. Just need to add the non JD portion
 - 4. Fall Registration Schedule
 - a. Apr 7 to Apr 15
 - b. Almost exactly the same as last year
 - 5. New wait list procedure
 - a. New automated process
 - b. If a spot opens in the class, the first student on the wait list will receive an automatic email notification of this; the student will have 24 hours to drop any necessary classes and register for the wait listed class

- c. After 24 hours with no action, the student will be dropped from the wait list and the next student will receive an email
- d. Wait list is ranked on first come first served basis; so get on the list right away
- e. Will also know what position the student is on the list
- f. May wait list for up to 3 classes
- g. Still, be aware of holds or credit overloads
- h. This new waitlist will be implemented for the Summer registration

III. Committee Updates

A. Social

- 1. Barrister's is nearly ready
 - a. Tickets will be on sale beginning of March
 - b. Will meet about student conduct and what will be reported to University's conduct board
 - c. Will be looking at ways to communicate this policy; most likely on posters or an acknowledgement prior to purchasing tickets

B. Community Relations

- 1. DBA Young lawyers division book drive for child care center
 - a. Week before Spring Break
 - b. Box for kids books in forum and around the building

C. Elections

- 1. Tabling has not been a huge success, but it is only the first day
- 2. Flyers for classrooms and tagging whiteboards
- 3. Note that a candidacy packet is required for all students, even current SBA Senators

D. Communications

- 1. Website is up to date with current bylaws

IV. Student Concerns

A. Bar Review Notifications

- 1. Will be made earlier than usual
- 2. Obviously some problems with new email policy
- 3. But there's been success with posters in the forum and elevators, so that is a possibility

B. Third Thursday notifications

- 1. Student Affairs area, not SBA
- 2. But always open to feedback

V. Adjourned