

Advisors' Council

February 20, 2019

8:45am

Signal Mountain

Room

Attendees: April Anderson, Laura Bass, Debbie Bell, Theresa Blackman, Kayla Boyles, Melanie Chubb, Julie David, Scott Dayton, Jena Doolittle, Samantha Freeman, Diana Fryar, Stacie Grisham, Elizabeth Johnson, Sherrell Jordan, Melissa Laseter, Rob Liddell, Emily Martin, Kayla McAuliffe, Joseph McCauley, Deadra McGee, Amber Noblit, Mary Beth Ondrusek, Nikki Ownby, Jessica Pierce, Robin Sturnes, Brian Tucker, Marjorie Whiteside, Shereese Williams, Cindy Williamson, Sandy Zitkus, Crystal Edenfield

1. Welcome
 - a. Call the meeting to start at: 8:48am
2. Vote on Minutes
 - a. Approves the minutes Rob Liddell
 - b. Seconds the approval Jessica Pierce
 - c. Minutes approved
3. Announcements
 - a. Regular meeting in March, combined April/May meeting will be May 1
 - b. New face: Crystal director is student success programs (get email)
 - c. Leadership nominations are due next month be thinking about nominations
 - i. Also be thinking about committees to join
 - d. MMD Planner – we can now edit current term
 - i. Students can also register for summer through the Planner; if they have an active locked plan then they can register for summer via that plan
 1. This is a soft pilot but it will be set up for fall
 - ii. Question: is there something that will alert students that if they have multiple plan what plan they are registering for?

1. Nothing should prevent it, but there was discussion of how many locked plans one can have. It was the impression students can only have 1 locked plan
 - a. Students can create their own locked plan but it does not track the way a locked advisor plan will
 2. Please send screen shots if you have a student registering through a locked plan when they have multiples to Dianna Frye so they can look for into the ramifications of this
 - e. Immunization has new regulation students under the age of 22 living on campus MUST have their meningitis
4. Fall Advising Survey Results – for details please see attached PowerPoint
- a. Additional questions about advisor expectations and improvement were asked this year
 - i. See PowerPoint for detailed questions asked
 - b. Arts and Science followed by CHEPS, BUSN, ENGR and undecided in order of highest number completed by college
 - c. Freshman were the majority in class but there was a jump in senior participation
 - d. Non-white Hispanic demographics seemed to stop answering
 - e. Veterans and lower gpa students rose in participation
 - f. Questions
 - i. Outcome A – increased a bit from last year to 92% (growth of 1.5%)
 1. Plan semester courses up .8%
 - ii. Outcome C – negative and neutral went down by 2%
 1. Stressed and homesick resources (decrease in neutral by 3%)
 2. Financial aid resources (decreased in positive but negative stayed the same)
 3. Internships - negative went down and positive was up a little under 2%

4. Careers – slight decreased in positive and increase in negative
5. Advisors give opportunities to get engaged – positive went up and neutral went down

iii. Outcome D

1. Location of policies – fell a bit in positive and negative went up a bit
2. Important dates – neutral decreased

iv. AE – 1

1. Advisor gives accurate information – some change but holding well
2. Reasonable hours – increase in positive and drop in negative and neutral
3. Recommendations – neutral dropped positive was the same
4. Answers questions – increase in positive and drop in neutral and negative

g. Take away for negatives

- i. They are not as large increases as they were last year
- ii. Revamping survey to decrease overlap in areas that other departments are tracking to help reduce overlap
- iii. Comments from the survey are being processed and will be sent out soon

h. Advisor Survey – see PowerPoint for detailed breakdown of responses

- i. Large faculty participation
- ii. Arts and sciences had the largest turn out, most of the advisors that filled out the survey had 3-6 years of advising experience
- iii. Questions – mirror student survey
 1. #7 Some improvement needed in understanding how to access and print degree eval – negative 12.22%

- a. Jessica Pierce – maybe clarification is needed to what a degree evaluation is (state its MMD)
2. Improvement needed on knowing where resources are, while no one answered never, but rarely and sometimes were higher than they should
3. Helping students feeling stressed or overwhelmed had high “sometimes” and “rarely”
4. #9 – very few always responses to advisors know where to go to talk about careers
 - a. Very low always response
5. #4 – high numbers in rarely and sometimes in response to repeat and other policies
6. Comments and questions with the survey presented today will prompt the questions out to council to review the questions
 - a. Please consider joining training or assessment committees to help develop these surveys to better assess the advising culture on campus and train advisors to serve our students best
7. There are many well thought out written responses that will be sent out soon to help brainstorm better ways to serve UTC
8. Questions
 - a. Jessica Pierce – Is an EDO something you can edit? Can Advising be added to someone’s EDO?
 - i. There is some flexibility with it but it has to align with the faculty handbook. There are some things are a bit more urgent to address that. With the increase in professional advising on campus the load of faculty advising is hoped to decreased
 - ii. EDO’s are goals that are set and how they are executed are based on the goals that the faculty set with their Dean’s
5. Bylaw Proposals Review – Voting will occur next meeting – see attachment for detailed changes

- a. Updates to leadership roles and removal of items no longer done
 - i. Secretary – additional roles added are serving as coordinator of promotions committee and updating website
 - 1. Creating an Ad Hoc Committee for Promotions is a big addition
 - ii. Training – some duties moved to Chair
 - iii. Assessment – adding presenting survey results to campus stakeholders
 - iv. Enrollment services liaison – job title change
 - v. Terms of office – June 1 is the new proposed date for the new chair to take over rather than May 1
 - b. Vacancy's
 - i. Moved to the resignation section of the bylaws
 - c. Committees
 - i. In the past there was strong wording that committee involvement was a 1-year commitment and started in august – wording changed to June 1 and the removal of the 1-year requirement
 - d. Comments
 - i. Laura Bass – noted the coordinator and chair seem to be used interchangeably
6. 15:4 Funding – Stacie Grisham
- a. A tuition model that encourages students to take 15 hours and graduate
 - i. An 11% increase in maintained fees after students hit 12 hours, it's a \$750 annual increase
 - ii. It will effect new students for Fall 2019 and newly readmitted
 - 1. Suspended and students that return in the fall will fall into this fee model
 - b. 5 areas the funds go to:

- i. Additional courses: courses that have been bottlenecked have been looked at by the deans
 - 1. Possible conversations of lectures to faculty
- ii. Scholarships
 - 1. Specifically, students impacted by this increase
 - 2. Middle income grant – this is the group that will be hit the hardest and financial aid is already awarding grants to students that are hit by this fee model
 - a. Expansion of transfer scholarship
 - b. Other need based scholarships
- c. Advisors and career support
 - i. The funding is to target student success
 - ii. There has been a pitch for 6 new professional advisors – the location of these advisors is TBA
 - 1. In the coming years departments that have the large caseloads may see some new positions
 - 2. Peer advisors
 - a. SGA is very excited about this and may be drafting a proposal
 - 3. Funding for creating Advisor I positions into Advisor II to create a ladder to keep folks and provide career trajectory
 - 4. Internships
- d. Academic tutoring – plan for the funding is TBA for the coming years
- e. Summer school – increase class offerings in summer as well as summer enrichment
 - i. A new math boot camp in addition to the one that exists
 - ii. Add more funding for Bridge

f. Questions

- i. Laura Bass – is there a difference in need and merit for the new scholarships
 - 1. The middle income grant is need based
- ii. Joseph – Clarification on when the fee model kicks in
 - 1. 12 hours will be the start when the increase will kick in, however if a student reaches 15 hours they are paying no more than with the old model at 15 hours

7. Spring Advising Promotion

- a. The survey is live so you can begin promoting it to your students as you meet with them for fall advising meetings.
 - i. Survey can be found on MyMocNet either by clicking on the graphic on the home page or clicking the blue link under the academic's tab
- b. Tabling dates: Sign up will be sent out following Council
 - i. March 6th from 9:30a-12p (first and last 30 min sign up spots are for set up and tear down)
 - ii. March 7th from 10:15am – 1:15pm first and last 30 min sign up spots are for set up and tear down)
 - iii. April 2nd from 10:15am – 1:15pm first and last 30 min sign up spots are for set up and tear down)
 - iv. April 3rd 9:30a-12p (first and last 30 min sign up spots are for set up and tear down)
- c. Promo materials – we have several hard copy items available for you to take to your offices at council. If you need more please reach out to Theresa Blackman at Theresa-blackman@utc.edu for more
 - i. We also will be emailing out an electronic promotions packet with items available to print, graphics for social media and media boards, as well as sample emails and texts to use in Navigate
- d. Prizes for Advisors

- i. We will be offering incentives for the advisor with the most surveys filled out (regardless of positive or negative feedback) in each area those areas are:
 - 1. CHEPS (Professional advisors), Center for Advisement, Decossimo Student Success Center (COB), Engineering (Professional advisors), Arts & Sciences (Professional advisors), Athletics, Honors, and Faculty
 - 2. More information on prizes, and other details will be forthcoming.
- e. Please send any updates to advising caseloads, new advisors, advisors no longer in your area to Theresa-Blackman@utc.edu by March 1

8. Updates

- a. Career Development Alliance see below for upcoming events for all events
Students are encouraged to bring copies of their reviewed resumes;
business/business-casual is the recommended attire. A list of employers will be posted in Handshake (utc.joinhandshake.com)

- b. Rollins College of Business: Night of Networking**

Wednesday, February 27th | 5-8:30 p.m. | Location and additional information is provided after registration

Registration is restricted to Rollins College of Business students (graduate and undergraduate) and required

- c. University Career Services: Summer Part-Time Job Fair**

Tuesday, March 5th | 1-4 p.m. | University Center Tennessee Room

- d. College of Engineering and Computer Science: Spring Career Fair**

Wednesday, March 6th | 10 a.m. – 2 p.m. | EMCS Building (3rd and 4th Floor)

- e. Alumni Networking Breakfast** (co-presented by Alumni Affairs and University Career Services)

Tuesday, March 12th | 7:30 – 9 a.m. | University Center Tennessee Room

Registration is appreciated:

<https://alumni.utc.edu/s/1341/utc/17/interior.aspx?sid=1341&gid=3&pgid=12539&cid=21032&ecid=21032&crd=0&calpgid=9739&calcid=15497>

f. **University Career Services: Teacher Recruitment Day**

Tuesday, March 26th | 10-11:30 a.m. Networking | 1-5 p.m. On-Campus Interviewing (prior registration required)

University Center Tennessee Room

g. **University Career Services: On-Campus Job Fair**

Wednesday, March 27th | 11 a.m. – 2 p.m. |

University Center Chattanooga Room

h. **Disability Resource Center – MOSAIC: Reverse Career Fair**

Thursday, March 28th | 2-4 p.m. | University Center Tennessee Room

**Students affiliated with the MOSAIC program will present their education, experiences, and career aspiration/direction with members of the

i. **University Career Services: Criminal Justice Employer Panel**

Tuesday, April 2nd | Time TBD | Location TBD

Students will have an opportunity to hear from a variety of criminal justice professionals at local, state, and federal levels of jurisdiction

j. **University Career Services: Public Service Careers Event**

Thursday, April 4th | 2-4 p.m. | University Center Tennessee Room

k. **Career Development Alliance: April Meeting**

Tuesday, April 9th | 8:45-10 a.m. | EMCS 426

If you'd like to be added to the CDA mailing list, please send Julie David an e-mail.

9. Questions/Concerns/Updates

- a. Advanced Certificate Advisor training – if you have completed the baseline training you should have gotten an online RSVP; a formal invitation will be sent out soon. It is not too late to finish baseline training to participate in April

- i. April 24th is the official date

b. Can we have access to the Academics Tab?

i. There are screen shots on IT's website of the Academics Tab that can be sent

ii. Can we made the advanced advising certificate as a course to make it where advisors are students?

10. Close

a. Meeting called to close at 10:01 am