

Advisors' Council
February 15, 2017
UC Signal Mountain Room

Members in Attendance: Sarah Alsobrooks, April Anderson, Laura Bass, Debbie Bell, Vikki Bernotski, Bradley Bond, Angelique Cook, Donna Cooper, Sue Culpepper, Amy Davis, Eunice Davis, Jena Doolittle, Rebecca Dragoo, Yancy Freeman, Diana Fryar, Avalon Gourlay, Stacie Grisham, Katie Hargrove, Jason Harville, Squoia Holmes, Sherrell Jordan, Emily Martin, Kayla McAuliffe, Joseph McCauley, Gary McDonald, Deadra McGee, Nikki Ownby, Sevan Paris, Chasity Prince, Mary Beth Rayner, Daeja Robinson, Darris Saylor, Samantha Skidmore, Brian Tucker, Marjorie Whiteside, Kim Wingate, Sarah Wright, Sandy Zitkus

Others in Attendance: Melanie Chubb (MyMocsDegree Planner), Cindy Long (Education Opportunity Center)

Call to Order: Mary Beth Rayner at 8:48am

Minutes: A motion was made to approve the minutes by Laura Bass; the motion was seconded by Marjorie Whiteside.

Announcements:

Mary Beth shared that GNS1150 will be offered online in the first summer session this summer semester; it satisfies a natural science non-lab general education requirement.

Mary Beth also shared that the Advisors' Council would like to do a campus-wide Advising Campaign. During the week of March 6th - 10th, the council is asking each department/advising area to do their own campaign to promote appointments as well as the advising survey. There is an image file that can be shared for electronic screens, buttons, survey handouts, etc. She explained that more information will be shared with the council via email.

Professional Development:

- MyMocsDegree Planner: Melanie Chubb from the Records Office showed the council the functions of the MyMocsDegree Planner. There will be a "Plans" tab loaded next to the "Worksheet" tab. Once the "Plans" tab is clicked, the advisor chooses a blank plan or from templates. In the "edit view" advisors will be able to see a list of courses that are still needed, and drag-and-drop these courses into appropriate terms. There is a calendar view in which the planner shows the courses term-by-term. There is "lock" feature in which an advisor can lock the plan so that students cannot make changes to the plan that the advisor creates.
 - Donna Cooper asked what happens if a student does not register for a course that is in the plan; Melanie explained that Advisors can flag courses as "critical" with a minimum grade; if a student does not meet this minimum, an alert will show up in the planner.
 - Melanie then showed the template function which has courses pre-loaded into the terms.
 - Mary Beth Rayner asked what the "@" sign meant; Melanie explains that it signifies "anything."
 - Mary Beth also asked what the "alert" looks like that was explained in regards to the critical courses. Melanie explained that in the plan view, there is a flag next to the course in which a student did not meet the minimum grade.

- Melanie then showed the function in which the courses in the planner can be populated into the MyMocsDegree; by clicking on the "audit" button at the bottom of the plan, it will populate into the worksheet to see how the courses will fulfill degree requirements.
 - Yancy explained that the purpose of the MyMocsDegree Planner is to elevate what we are already doing; we have been using wait lists to predict what courses students need, but now we can help departments with course planning with the use of the planner. Yancy asked advisors to use this tool as a measure to understand course needs.
 - Katie Hargrave asked if the templates in the planner are based on the Clear Path Sheets. Melanie confirmed that they are. Katie also asked if the courses are programmed based on the specific semesters in which they are offered. Yancy replied that it might be a good idea to still enter courses in semesters even if they aren't the appropriate semester because that might help a department see that a course needs to be offered in an off semester; he also stated that if a cohort needs a course in a semester in which it isn't offered, maybe a department should add a section. Melanie explained that there will be an alert if you put a course in a semester when it isn't offered; she also added that there isn't pre-requisite checking in the planner.
 - Sevan Paris asked if the planner flags subsequent courses to a course that a student does not pass successfully. Melanie replied that it does not; rather, it only flags the critical noted course.
 - Marjorie Whiteside asked how many plans can be saved. Melanie explained that only one plan can be locked, but infinite plans can be made.
 - Mary Beth Rayner asked how many semesters Yancy would like the advisors to fill out on the plans. Yancy asked that at least Fall and Spring be planned, and also recommended the following summer.
- Education Opportunity Center: Cindy Long, the Director of the Education Opportunity Center (EOC), came to explain the EOC office. The EOC it was started in 1998 at UTC, and it is funded on a grant that is renewable every 5 years. The mission of the EOC is to help raise the percentage of those with college degrees. Her presentation was supplemented with a couple of handouts. The target group for the office are low-income, first generation, foster care youth, and veterans and their families. The EOC will only turn away individuals that already have 4-year degrees, or individuals that are in the country illegally. Cindy explained that the office mainly helps students with funds for college; they also do career counseling and advising on major choice. The EOC provides services for students attending any local institution, not just UTC.
 - Eugene Davis asked about the bill that provides free tuition for adult students. Cindy responded that Non-Traditional HOPE has helped a lot of adult students access college. She further explained that there is a proposal (not yet approved) to do away with the Non-Traditional HOPE; she said there is also a new initiative for veterans in this same bill proposal.
 - Cindy stated that at the initial appointment with a student, they assess the student's needs; determine the student's intended college/major; complete the FAFSA; and assist with the admissions process. The EOC serves approximately 1000 students a year.
 - Jena Doolittle asked Cindy to comment on the main concerns for adult students coming back and being retained. Cindy commented that the number 1 reason is childcare; and then it is understanding what it will take to get a degree and the funding for the degree. Cindy explained that the EOC can only point students to resources. The EOC helps students figure out how to incorporate education into their lives and helps take away the fear of going to college.

- Eugene Davis asked about the EOC's experience with working with students that are finishing their degree in another country. Cindy replied that the EOC does have community partners in their affiliated counties; the EOC refers students to the international contacts at the appropriate institution.
- Bylaw Revision Proposals: Stacie Grisham reviewed the Bylaw Revision Proposals that were sent to the Advisors' Council members via email prior to this meeting.
 - Debbie Bell suggested that there be an amendment to the proposal for Article V Section A and Section C; the college representatives should also include a representative from the Honors College.
 - Jena Doolittle asked what would happen if there were no volunteers from a college to fill the college representative position. Yancy replied that the success of the Council is contingent upon everyone being involved/engaged. Sue Culpepper said it gives everyone an opportunity to have a voice.
 - Marjorie followed-up asking if these college representatives will be required to be on committees. Stacie Grisham responded that we will work it out as we go.

Questions/Concerns/Updates:

- Mary Beth reminded the group that nominations for Advisors' Council leadership positions will be at the next meeting, and voting for the positions will take place during the April/May meeting.
- Yancy shared that we will be receiving more information about the Holds policy, as well as a training/demo. Sandy Zitkus said that they will ask a group for testing.
 - Vikki Bernotski asked what access individuals needs to remove Holds. Yancy said that it is currently only in INB, but he is working with Jamie on the Banner Team to see if it can be put into SSB.
- Eugene Davis asked how we are prepared for our incoming transfer students in regards to course offerings; she further explained that international students need to be enrolled in at least 12 hours. Yancy replied that he is working together with departments; he encouraged the use of wait lists to determine course needs.
- Joseph McCauley asked the Advisors' Council to encourage students to register early to help departments meet certain financial decisions.
- Sandy Zitkus reviewed the catalog year policy change. She stated that the catalog year is now effective for 6 years instead of 10 years; as of right now, this means that effective catalog years are 2011 and forward. She further explained that transfer students can choose a catalog year at the time they started college or at UTC.
 - Mary Beth Rayner asked why a transfer student was moved to 2011 when it did not meet the transfer catalog year guidelines. Sandy replied that it is the most current effective date.
- Angelique asked about the process for summer aid. She was referred to Mocs One/Financial Aid Office.

Adjournment: Meeting was adjourned by Mary Beth Rayner at 9:51am