

Advisors' Council
February 25, 2015, 8:45 a.m.
UC Chickamauga

Members attending: April Anderson, Laura Bass, Debbie Bell, Nicole Brown, Amanda Chambers, Jessica Darsey, Amy Davis, Avalon Gourlay, Stacie Grisham, Squoia Holmes, Elizabeth Johnson, Nicole Jones, Laura Lee, Rebecca Littleton, Emily Martin, Kayla McAuliffe, Joseph McCauley, Gary McDonald, Deardra McGee, Amber Noblit, Nicole Orr, Linda Orth, Nikki Ownby, Sevan Paris, Mary Roland, Brian Tucker, Lindsey Wendorf, Marjorie Whiteside.

Others in attendance: Yancy Freeman

Call to order: Elizabeth Johnson at 8:46 a.m.

Welcome

Approval of Minutes:

Minutes for the January meeting will be voted on in March.

By-Law Revisions:

Proposed By-Law revisions were sent to the advisors' council via email on February 24th. The leadership team is proposing changes be made under the Article III, section A (1). This will allow representatives from other areas with a vested interest in academic advising be members of the advisors' council. Under Article V., the Outreach and Technology Coordinator would be changed to representatives from the Training and Assessment committees. The duties of these offices were outlined in section C of Article V. It is proposed to add a section VI. This would state that participation on a committee

is only a one year commitment. These proposed changes to the By-Laws will be voted on during the March meeting.

In addition, there will be nominations for the Training Coordinator and Assessment Coordinator in the March meeting. One does not have to be present to be nominated; however, the nominated must be present for voting in the April meeting.

Proposed Budget;

A budget has been verbally approved for Advisors' Council. The budget was presented to the council, and there were no questions regarding it.

Training:

There are four training sessions this semester for new faculty on campus. The training committee is also in the process of creating an Advisor Certificate Curriculum. This will be available to all professional and faculty advisors as a way to earn an advising credential. In order to obtain the certificate, the advisor must attend six training series/workshops. Topics will include, and introductory seminar, technology/student resources, advising special populations, academic policies and procedures, transfer, legal and ethical responsibility, campus resources, EAB, financial aid and scholarships, and collaboration.

EAB:

Stacie Grisham thanked the council and all of those involved in the pilot group for the EAB. If there are any reporting issues, please send the specific student and issue to Stacie. Feel free to share likes and dislikes of the program. Jessica Darsey stated that she really liked the email function of the EAB. Avalon Gourlay, who mainly advises graduate students, asked if there was a way to pull a list of students marked in red and

yellow for the advisors in her department. Yancy Freeman said yes, but to do so carefully. A student that is flagged red may have several different factors. Elizabeth Johnson gave the example of a 4.0 student being marked at risk/red because of dual enrollment courses. Clarification on campaigns is forthcoming. Marjorie Whiteside asked if EAB was pulling current or future information for students. Yancy Freeman said that it is pulling current information.

Assessment Findings:

Elizabeth Johnson shared the findings from the advisors' council survey from the Fall 2014 semester. Demographics, what was assessed, results and comments were all presented in a power point presentation. Jessica Darsey asked how the students knew about the survey. The students were sent an email about the survey and there was a link for it in their MyMocsNet account. Yancy Freeman stated that any negative response with a 25% or more response is an area that needs improvement, especially the overall satisfaction of the student. Enrollment being down this year resulted in a 1.2 million dollar revenue decrease. Yancy wants to know what this means. "Do we need more professional development? Do we need to have a conversation with department heads?" Yancy takes the assessment results very seriously. If anyone wants additional information regarding the assessment, he or she can contact Elizabeth Johnson. The survey for the spring semester is now live until April 6th. The student can find the survey under the academics tab, in the top right corner. Please encourage all of your students to complete the survey.

Stacie Grisham said to also expect a survey to be sent out to all advisors. This will provide the training committee with feedback.

Projects:

Time conflicts – There were approximately 900 time conflicts, effecting 700 students, last semester. Yancy says this happens if department changes courses after registration. Some programs have intentional conflict, and we need to talk more about how to remedy this. He is working with Linda Orth and the provost on this.

Jessica Darsey asked if the time conflict read every other week schedules. Linda Orth said she was not sure and that it is a behind the scenes issue that is not consistent.

Major Changes- Advisors' Council is proposing that, starting in the fall semester; major changes will become effective immediately.

Override Information- A survey was sent out to each department regarding their override processes. This information will become available on the advisement website.

Access- Work is currently being done to have access to Test Luminus. This will provide advisors different student views in Banner, etc. The Advisors' Council is also working on getting all advisors access to Argos. If an advisor does not have access to this, he or she needs to contact Linda Orth. Laura Bass asked to be able to see dual enrollment and transfer transcripts.

PR Campaign- There has been a lack of visual presence during advisement time on campus. The advisors' council will be posting yard signs across campus to inform students that it is advisement time after spring break. In the future, there will be banners and information on the main UTC website.

Transfer:

The results for the first round of TN Reverse Transfer opt-in was sent to all council members via email. UTC was second from the top, so our students responded well.

Linda Orth stated that if a student receives an Associate's degree at UTC, it does not mean that everything will count academically at UTC. For example, general education.

Questions/Concerns:

Lindsey Wendorf reminded the group that priority registration will begin on March 26th. Special population students (DRC, Athletics, Honors, etc.) are beginning to meet with advisors. Please be available for them.

Debbie Bell shared that the Honors College is working with transfer students in identifying honors. Contact Debbie with any questions.

Avalon Gourlay stated that the School of Education is changing to a new licensure program. Exceptional Education is going to look completely different. This will affect current freshmen and incoming freshmen. September 1, 2018 will be the last day to endorse students in current programs.

Adjournment: Meeting was adjourned at 9:53 a.m.