

**Advisors' Council**  
May 4th, 2017  
UC – Chickamauga Room

**Members in Attendance:** April Anderson, Laura Bass, Vikki Bernotski, Theresa Blackman, Bradley Bond, Nichole Brown, Angelique Cook, Donna Cooper, Julie David, Amy Davis, Rebecca Dragoo, Lindsey Felix, Yancy Freeman, Diana Fryar, Avalon Gourlay, Stacie Grisham, Jason Harville, Squoia Holmes, Elizabeth Johnson, Sherrell Jordan, Robert Liddell, Emily Martin, Kayla McAuliffe, Joseph McCauley, Gary McDonald, Deardra McGee, Amber Noblit, Shana Oates, Nichole Orr, Nikki Ownby, Sevan Paris, Jessica Pierce, Chasity Prince, Mary Beth Rayner, Daeja Robinson, Samantha Skidmore, Brian Tucker, Marjorie Whiteside, Sarah Wright, Sandy Zitkus

**Call to Order:** Elizabeth Johnson at 8:57am

**Minutes:** A motion to approve the minutes from the meeting on March 15<sup>th</sup> was made by Vikki Bernotski; the motion was seconded by Avalon Gourlay. The minutes were approved.

**New Member Introductions:**

Theresa Blackman is an advisor in the Center for Advisement. She advised first-year freshmen with majors in the Social Sciences, Legal Assistant Studies, and Interior Architecture.

Dr. Robert Liddell is the Director for the Career & Student Employment Center.

**Vote on Leadership Positions:**

Elizabeth Johnson announced that the council did not need to vote on the leadership positions since all of the positions had unopposed nominations. The new leadership team is Mary Beth Rayner (Chair), Vikki Bernotski (Secretary), Marjorie Whiteside (Training Coordinator), and Elizabeth Johnson (Assessment Coordinator).

**Curriculum/General Education Changes/Updates:**

Sandy Zitkus from the Records Office reviewed PowerPoint slides that listed all of the approved curriculum changes. This PowerPoint will be sent to the Advisors' Council Members.

*Below are Comments/Questions that were shared during and after Sandy's presentation:*

- Angelique Cook shared that the curriculum updates for Psychology on the are going to change.
- Sandy shared that the Engineering course numbers are changing from ENGR to specific engineering departments; she will send a list of these changes to be shared with Advisors' Council members
- Mary Beth Rayner asked if a student will still earn general education credit if they took a course when it was certified, but changed their catalog year to a year after it was decertified. Sandy replied that it does not matter the catalog year; if a student takes a course when it was certified, they have general education credit. course that has been decertified will
- Angelique Cook reminded the advisors that students with Psychology minors need to take 15 hours of Psychology before taking the capstone course (the department might issue a prereq override if the student is coreqing the capstone with their last elective). Angelique also shared that students are held to the prerequisites.
- Donna Cooper stated that she has met with students that do not know their degree title, and she asked where she can find the list of degree titles. Sandy responded that this list is located in the same plan online, and it will get updated by the end of May with the new programs.

-Elizabeth Johnson asked if there is a Military Science minor. Sandy responded that it is in the works for Fall 2018.

### **Career & Student Employment Center**

Rob Liddell, Director of the Career & Student Employment Center, shared a PowerPoint presentation which outlined the goals of the Career & Student Employment Center (note: these slides will be shared with the Advisors' Council members). He explained that there has been a group of individuals at UTC that studied what was currently being offered to students at UTC for career readiness, as well as what is being done at our peer institutions that would be important for our students in regards to career readiness. Based on this information, the office created 4 Pillars: Integrate Career Development with Academics; Increase Experiential Career Opportunities; Expand Services for Specific Populations; and Improve & Expand Career Services Infrastructure. When speaking about the "Expand Services" pillar, Rob explained that this means they need to get the services process to students earlier than in their junior and senior year. When speaking about the 4<sup>th</sup> pillar, "improve & expand career services infrastructure," he explained this is where the new Career Development Alliance falls under; the goal of the alliance is to improve professionalism and increase consistency across campus. He also noted that they want to support students in a superior way, while also not stripping identity from college-specific career services.

-Elizabeth Johnson asked when the Career Development Alliance

Elizabeth Johnson - when are you meeting? Just met last friday, and plan on meeting again in 2.5 weeks; sharepoint site - bylaw proposals; open for comment; if you want to join - email rob; meet every 3 weeks over the summer to get the momentum started

Rob - email/call with any questions; career services and advising are closer than cousins - they are like siblings; long-term close relationship; we are going to work together

### **Yancy Freeman Updates:**

1. Yancy thanks everyone for everything that they have done over the past year; UTC ranked #1 in the state for performance funding (4th year in a row ranked #1 or #2); we were next to last in 2009 (year before they started this)
2. Campus Implementation Process: we should be exposed to it; faculty rolled-in starting in the fall - yancy has already started talking to them about the software and the things that it can do; it will help us streamline and provide a uniform process for appointment scheduling across campus; expectation that we all use it
3. SAILS Math (aka Bridge Math): UTC's Math Department has decided to no longer accept SAILS math to fulfill the math prerequisite for college-level math; community college, retake ACT 19math portion, or step ahead math program in August
  - a) Jessica Pierce asked if community colleges have been made aware that we are no longer accepting SAILS? Yancy said that they are aware, and they are looking a change themselves by assessing their programs because the performance metrics are not returning what they hoped it would. He said it was discussed at the system level, and they were supposed to communicate it with high schools from the system-level.
  - b) Joseph McCauley asked if we are letting incoming freshmen know. Yancy said it was not in the acceptance letter. He also stated that we could probably pull information, but right not it is only self-reported and there is a database to confirm scores. Yancy said that maybe we can include something in the Opening Session at Orientation; or, we can communicate with students prior to orientation; or, we can include something in the guidebook. Jessica Pierce responded that maybe we can contact students that indicate SAILS on the AIQ.

4. Pre-Registration: smooth process at transfer orientation yesterday, May 3rd; thank you for your hard work; they are having a more positive experience - leaving excited, rather than frustrated about classes
5. Enrollment about 50 freshmen ahead of last year; 1600 reserved for orientation; up about 60 transfers last year
6. Yancy shared that UTC purchased a “guide app” for our first-time freshmen students. It is an opportunity to help students navigate through onboarding and throughout their first semester. Through the app, students will receive notifications such as “go see your advisor;” “it’s time for you to register for classes;” “it’s time to pay your fees;” “it’s exam time – have you visited the library yet?” He shared that Sherry Marlow is coordinating the app for now. Yancy stated that maybe we can demo it to council once it is built.

### Questions/Concerns/Updates

- Sandy Zitkus shared that for statewide dual-credit (note: not the same as dual-enrollment), all high schools are required to record these scores on high school transcripts. Therefore, if we have any students that said they took the dual-credit exam, but credit is not on their record, then contact Records to look into it. Sandy explained that the Dual-Credit program is 5-6 courses that a student can take during high school; if they have the appropriate score on the exam, they can receive certain course credit. Sandy said she will put together a list of these courses and send it to advisors.
- Mary Beth asked if there was an update on when the MyMocsDegree planner would be working. Sandy shared that she was unaware that it wasn’t working, so she will get back to us.
- Lindsey Felix shared information on behalf of Lisa Tarr. She stated that there was a GEAR UP email sent to staff to help Howard High School students and she encouraged everyone to participate. Jason Harville asked if the event was happening at UTC or at Howard, and Laura Bass replied that it will be taking place at Howard.
- Rebecca Drago shared that prerequisite drops will take place on May 10<sup>th</sup> (grades are due on on the 8<sup>th</sup>). She explained that registration will come back up on Friday round 2:00pm, and waitlists will be purged on Monday, May 14<sup>th</sup>.
  - Angeliq asked if Records could send out an email, and Sandy Zitkus replied that an email will be sent out to the entire campus.
- Jason Harville shared that the focus of students in USTU1250 is going to change this fall semester. This fall, the university is targeting students that are participating in the MOC UP program this summer; therefore, there will be significantly fewer sections of the course. He stated that some colleges/departments will still have their own sections of USTU1250. Stacie commented that she will share the list of students participating in USTU1250, and if a student is not on the list, they cannot take USTU1250 this fall. Jason followed-up that the university is doing a “reset” of the USTU1250 program.
  - Elizabeth Johnson asked Jason to explain the MOC UP program. Jason responded that MOC UP is a THEC grant-funded experience that UTC is having this summer. 200 first-year freshmen admitted to UTC have opted to participate in the program; 100 will attend Week 1, and the other 100 will attend week 2. The program will take place during 2 weeks in the summer when there is a lull in orientation. Students in the program will learn about financial wellness; how to be successful at UTC; information they need but that they might not get at orientation (or have lost since they attended orientation); help ease the transition to UTC.

- Shana Oates asked if MOC Up is different than MOC Speed; Jason replied that it is a different program. He further explained that students in the program are not getting credit and not on campus for a month (unlike the Bridge Program).
- Donna Cooper asked if all of the Colleges have their own section of USTU1250. Yancy replied that USTU1250 as we knew it in the past, is no longer; rather, in order to follow-up with students that participated in the MOC-UP program, they will be registered for USTU1250. They are going to see what happens this program, and revise the program (if needed). Yancy shared that Jason Harville has re-created the student learning outcomes and plan for USTU1250. He stated that only some programs at UTC are having their own section, but not all (ex. Business & Education).
  - Elizabeth Johnson asked if the LLCs will still have sections of USTU1250. Jason responded only if they have the class on their own.
- Jessica Pierce asked if students have to log-in to their MyMocsNet in order to be officially dropped from a course when Records does the prerequisite drops. Rebecca Dragoo replied that students do not have to login to their account; she drops them and emails them. She also stated that if we come across students that have been given prereq overrides but need to be dropped, email Rebecca to have the student dropped. She
- Jessica Pierce reminded everyone that if we find an error on the advisement website, let her know. She also asked everyone to check over the override webpage and let her know what needs to be updated.

**Adjournment:** Meeting was adjourned by Elizabeth Johnson at 10:09am