

Advisors' Council
June 15, 2016, 8:45am
UC Chickamauga

Members Attending: April Anderson, Debbie Bell, Vikki Bernotski, Nicole Brown, Angelique Cook, Sue Culpepper, Donna Cooper, Sue Culpepper, Amy Davis, April Ebbinger, Lindsey Felix, Yancy Freeman, Diana Fryaer, Avalon Gourlay, Stacie Grisham, Squoia Holmes, Chris Horne, Elizabeth Johnson, Sherrell Jordan, Kristin Labs, Laura Lee, Rebecca Littleton, Emily Martin, Kayla McAuliffe, Joseph McCauley, Gary McDonald, Deardra McGee, Amber Noblit, Nicole Orr, Sumer Patterson, Jessica Pierce, Chasity Prince, Carl Raus, Mary Beth Rayner, Samantha Skidmore, Brian Tucker, Rachel Vines, Marjorie Whiteside, Sarah Wright, Sandy Zitkus

Others in attendance: n/a

Call to order: Elizabeth Johnson at 8:46am

Approval of minutes:

The minutes from the May meeting will be voted on at the next Advisors' Council meeting in July.

Announcements:

The 2016 National NACADA conference is in Atlanta from October 5th - October 8th.

Introductions:

Due to the number of new members, the present members all introduced themselves.

Graduation Specialists' Presentation:

Samantha Skidmore from the Records Office used a PowerPoint to present information about the Graduation Specialists' responsibilities. Please refer to the PowerPoint sent out via email with these minutes.

Summary of main points:

- Advisors need to work closely with the Graduation Specialists to resolve issues on a student's MMD before the Graduation Status Report (GSR) is sent to the student
- Students are told they are "not on track to graduate" if there is anything missing on the GSR which is why it is important that advisors communicate with the Graduation Specialists to make any necessary corrections
- If a student wants to walk early, the student will fill out the *Request to Walk in Commencement* form located in the Forms tab on the Records Office's website; the student will apply to graduate in the semester in which the student will be completing all of the degree requirements.
- The Graduation Specialists' goals are to work as a team amongst their office and with advisors to get finished in a timely, stress-free manner.

- For the future, they are discussing the option of having “graduation sessions,” in which they would meet with graduation candidates earlier so the students knew who they were, and so that issues could be resolved earlier.

2015-2016 Advising Survey:

Avalon Gouray presented the results from the 2015-2016 Advising Survey using the attached PowerPoint. Please refer to the PowerPoint that was sent out with these minutes for the information that was covered during the meeting.

At the conclusion of her presentation, Avalon received a couple of questions from the councilmembers:

- Sue Culpepper asked for a comparison of UTC’s survey results with the NSSE/FSSE data; Avalon said she will post this and have more information at the September meeting
- Vikki Bernotski asked where students accessed the survey. Avalon explained where the survey could be found in the student’s MyMocsNet account, and reminded everyone that the survey was not required to be completed.
- April Ebbinger asked if the survey could be left open longer. Avalon responded saying that they closed it after the first week for a reason; one of the reasons being they didn’t want the procrastinators to skew results when the advisors were booked and classes were getting full. The Advisors’ Council has already made the decision to extend the survey time next year.

Yancy commented on the results of the survey. He said the purpose of the survey is to get feedback on how advisors are doing. He mentioned that there is a high probability that there will be another audit to review everything. Therefore, Yancy said that the challenge is for us to understand what can be addressed from the survey. He stated that the responses to the career and internship survey questions are going to be a focus; for example, Career Services is moving over to Academic Affairs. He continued by saying that students need to hear about career information the moment they step on campus. He also commented on the survey as a whole, that his goal is to have every response at least 90% positive.

Questions/Concerns/Updates/Close

Yancy announced that we will start working on a campaign for the Fall 2011 cohort; we are focusing on this cohort because they are expected to cause our graduation rate to drop 7% from the 2010 cohort to the 211 cohort. He is not sure why this cohort is different because their freshmen academic profile is similar to other cohorts, if not better. He wants the advisors to help this cohort register for classes and to help as many graduate by Spring 2017 as possible.

Stacie said she will email the list of students and overall information later today, June 15th. She mentioned that the graduation candidates have been excluded from the list, as well as students that have not attended since prior to 2014. The first focus will be to contact students that are registered for summer/fall. The next focus will be students that were hear in Spring 2016, but are not registered for the fall semester. The students on this campaign list are spread across college and vary in GPA hours.

Stacie said that we will work on this campaign through the end of July. Advisors will need to send their results to Nicole Jones, who is collecting information in Stacie's absence.

Yancy announced that we have preregistered 2200 students (freshmen, transfer, international) for Fall 2016. He thanked everyone for their effort and what we have done for transfers because it has been a seamless process so far. He also wants the advisors to encourage students to use the UTC mobile app; during the summer, the app has disabled the registration component. He explained that the MyMocsNet portal is going to change significantly; since our current version is being disabled, we need to move to the newest version, Luminous 5. He hopes that this will be rolled out in August or September; he will have some demo it for Advisors' Council members. He applauded the Advisors' Council leadership team for what they did last year and what they are going to do this year. He also thanked the members for their effort to make UTC a wonderful place for our students, and the fact that we have built a model for advising across the state.

Marjorie asked when the new scheduling system is going to be implemented. Yancy responded that the kick-off is planned for the first part of September, and Advisors' Council will be the pilot group.

Lindsey reminded everyone that the graduation application for Fall 2016 was due today, June 15, 2016. She also asked where the late application fee goes, and Yancy explained that it goes towards graduation expenses.

Mary Beth reminded everyone about advising referrals for Economics majors. If a student is a BA in Economics, or was a BS in Economics 2015 and prior, the student needs to be referred to Catherine Middleton for advising. College of Business advisors are only advising students with a BS in Economics starting in Fall 2016.

Stacie shared that there are approximately 140 new AIQs to build. Nearly 160 hours were blocked this summer for individuals to build schedules; please email Stacie if you would like a list of all of these processing dates/times. As a reminder, advisors should not send schedules to Erin; advisors needs to come to the lab to make any changes. If an advisor is unable to come to the lab, please send your schedule directly to Stacie or Elizabeth, and they will give to Erin during the processing times.

Stacie gave an update on SAILS Math. This is a program that our local high school students are encouraged to complete their senior year if they did not earn a 19 on the ACT math portion. Prior to the date of our meeting, the Math Department was reviewing the success of students in this program. Based on this information, the Math Department has decided to move forward with the following steps: 1) communicate with students the previous success rate of 65%; 2) review a student's major to determine if he/she needs math other than 1010; 3) if a student still wishes to take MATH1130 or MATH1710, the student needs to contact the Math Department to confirm the student is on the SAILS math list and has completed the appropriate competencies. As a reminder, Step Ahead Math has a 79% pass rate. Refer to the Math Department's website for information on the Step Ahead Program.

Adjournment: Meeting was adjourned at 9:54am.