

Advisors' Council
July 20th, 2016
UC Signal Mountain Room

Members Attending: Sarah Alsobrooks, April Anderson, Laura Bass, Debbie Bell, Vikki Bernotski, Nicole Brown, Angelique Cook, Donna Cooper, Sue Culpepper, Amy Davis, Lindsey Felix, Yancy Freehman, Diana Fryar, Angela Google, Avalon Gourlay, Elizabeth Johnson, Nicole Jones, Sherrell Jordan, Laura Lee, Emily Martin, Joseph McCauley, Gary McDonald, Amber Noblit, Linda Orth, Nikki Ownby, Sevan Paris, Sumer Patterson, Jessica Pierce, Chasity Prince, Carl Raus, Mary Beth Rayner, Samantha Skidmore, Brian Tucker, Rachel Vines, Marjorie Whiteside, Sandy Zitkus

Others in Attendance: Stephanie Rowland to present on Title IX

Call to Order: Elizabeth Johnson at 8:47am

Approval of Minutes:

A motion was made to approve the May minutes by Elizabeth Johnson; this motion was seconded by Sevan Paris. A motion was made to approve the June minutes by Marjorie Whiteside; this motion was seconded by Laura Bass.

Announcements:

Elizabeth Johnson announced that Stacie Grisham had her baby on June 30th. She also reminded the group that the NACADA annual conference will be in Atlanta October 5th – 8th; the early bird registration deadline is September 2nd.

Professional Development:

Stephanie Rowland, Title IX Coordinator from the Chancellor's Office, presented information on Title IX reporting. She presented on information from *Mandatory Reporter Trainer* PowerPoint that was attached to the email sent out with these minutes. As advisors, we need to report directly to either Ms. Rowland or Dean of Students, Jim Hicks. At the conclusion of the presentation, she handed out two brochures, *Mandatory Reporting* and *Rights & Resources*, as well as a wallet pamphlet, *Know More*.

Summer 2016 Campaign Reminder:

Yancy gave an update on the Fall 2011 Cohort Campaign that was assigned to advisors earlier this summer. Nicole Jones is in charge of receiving advisors' campaign information. There are a little over 100 students that advisors are contacting in this campaign; advisors are trying to reach out to students to help them with graduation planning.

Advisors' Council Committee Commercials:

Avalon Gourlay - Assessment Committee: The Assessment Committee was charged with measuring things such as "What are we doing as advisors on campus?" and "How is advising impacting our students?" The committee sends out an advising survey twice a year, and runs reports as needed. Also, the committee sees how our advising results compare to the results of the NSSE and FSSE. Avalon is currently creating new handbook for assessment committee. The

committee is also collaborating with the Training Committee to create curriculum maps to see how the training modules line up with the advisor expectations and student learning outcomes. The Assessment Committee meets the 2nd Wednesday of every month at 8:45am in the Hiawasse Room.

Lindsey Felix – Training Committee: The Training Committee created an Advisor Training Handbook which is online at utc.edu/advisement. The committee has also created 3 of the training certificate modules, and is almost complete with the remaining modules. There are now two sub-committees: one sub-committee to create the modules, and the other sub-committee to conduct the in-person trainings. The Training Committee meets the 4th Wednesday of every month at 8:45am in the Athletics Conference Room.

Nicole Jones – Transfer Committee: The Transfer Committee's mission is to improve advising process for transfer students. This upcoming academic year, they will meet once a semester (or as needed). The committee has created a transfer section on the advisement website. Last year, they planned focus groups to assess transfer students' experiences; due to no participation, the committee plans on having an online survey this upcoming academic year. The meetings used to be on a Monday from 2-3, but the committee is open to changing the meeting time.

Questions/Concerns/Updates:

-Sarah Alsobrooks is a new advisor in the College of Engineering. For the last two years, she was the administration assistant for the Civil, Chemical, and General Engineering departments.

-Angelique Cook asked about when GradesFirst will be implemented. Yancy commented that the plan is to roll out to the Advisors' Council as a pilot group on October 11th; we should be receiving an invitation soon.

-Lindsey Felix asked when we will be getting the Course Planner function in MyMocsDegree. Linda Orth explained that there has been a light delay, but it will still be coming out.

-Jessica Pierce asked the advisor council members that have access to the advisement website to turn off editing when finished. She also asked the advisors to review the override instructions page and give her updates prior to the start of the fall semester. She asked Mary Beth Rayner to resend her the July newsletter.

-Sevan Paris announced that electives were now plugging on students' MyMocsDegrees.

-Elizabeth Johnson announced that 52 new students that signed up for orientation had not been registered as of the morning of July 19th.

-Lindsey Felix asked for an update on enrollment. Yancy announced that we are now over 10,000 students compared to 9,700 at this time last year.

-Mary Beth Rayner asked about dropping pre-registered students that didn't attend orientation. Elizabeth responded that Carrie is gathering a list, and they will be dropped after last orientation.

-Sevan Paris recommended that we register Bridge students for orientation next year; Elizabeth has already made contact about this.

-Amy Davis asked about transfer students reactions' to being pre-registered. Various responses included: Yancy – positive change; Sevan – better in the computer lab this year; Angelique – half-and-half; Elizabeth – the students that are frustrated are the ones that think they have been admitted to a program, but are not; Joseph – issues with AIQ responses are impacting registration; Carl - we need to find a way to remind students to send dual enrollment/AP scores;

-Angelique Cook asked about AP Scores; in a follow-up email from Linda, she confirmed that all AP scores that have been received at this time are entered.

-Joseph asked if the minor drop down box in the AIQ can only include UTC minors.

-Sevan asked if MATH1010 can be a prerequisite for MATH1130; Elizabeth said she will look into this.

-Amber asked how many students are hanging out that have missed orientation. Yancy responded that there are approximately 50 students.

-MATH1130 seats will be opening up.

-Jessica Pierce asked if there is a coordinator of TTPs at UTC. Linda Orth responded that the appropriate shareholders are aware of the problems, especially in regards to catalog year, with the TTPs, but nothing has been resolved.

-Angelique asked for that an Alternate PIN list be dropped off at her transfer orientation location; Brian offered to bring her one.

-Joseph announced that if a student wants geology/environmental science gen Ed (bio1110/esc1500), but doesn't have math prerequisite, contact Joseph directly to see if a prerequisite override can be issued. He also explained that the open anatomy and physiology lecture conflicts with the open lab; the department will look at closed class overrides into the closed lecture if the student is able to register for the open lab.

-Laura Lee requested list of international students for orientation; Elizabeth will share once she gets a comprehensive list.

-Angelique announced that PSY2010 is open for any students that need it to satisfy the statistics general education requirement. Non-psychology majors do not need the corresponding lab, PSY2040.

-Gary McDonald explained his process of requesting transcripts from international students for appropriate override; he suggested that transient students should have to submit the same documentation for overrides.

-Laura Bass announced that on August 17th, international students will be taking the ACTR.

-Elizabeth Johnson reminded everyone that pastries and fruit will be served at the next meeting.

Adjournment: Meeting was adjourned by Elizabeth Johnson at 10:11am.