

Advisors' Council

August 26, 2015, 8:45 a.m.

UC Chickamauga

Members attending: April Anderson, Laura Bass, Nicole Brown, Amanda Chambers, Donna Cooper, Amy Davis, April Ebbinger Trapp, Lindsey Felix, Linda Gehron, Angela Google, Avalon Gourlay, Stacie Grisham, Squoia Holmes, Elizabeth Johnson, Nicole Jones, Rebecca Littleton, Emily Martin, Kayla McAuliffe, Joseph McCauley, Gary McDonald, Deardra McGee, Amber Noblit, Shana Oates, Nicole Orr, Linda Orth, Nikki Ownby, Sevan Paris, Blake Pierce, Carl Raus, Mary Beth Rayner, Rhonda Reynolds, Marjorie Whiteside, Sarah Wright.

Others in attendance: N/A

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

Welcome

Approval of Minutes:

A motion was made by Carl Raus. The motion was seconded by Avalon Gourlay.

New Member Introductions:

Mary Beth Rayner was introduced as a new professional advisor in the College of Business.

Announcements and Old Business:

The council is hoping to launch a listserv by next month. This listserv will include all professional advisors, faculty advisors, department heads and deans.

The training committee is requesting help in creating the training video for advising probation students. If someone is interested in helping, he or she should contact Nikki Ownby.

Mary Roland has asked for volunteers to help with the NACADA Regional Conference. The assessment committee will be working on revisions to the Learning Expectations and Student-Learning Outcomes. If interested in volunteering, one should contact Avalon Gourlay.

A new cycle of the Tennessee Reverse Transfer cycle started August 17th. An email has been sent to those who are eligible. There will be a total of three emails and a postcard sent to these students. There will be an ad in the Echo and message about the program in the parent newsletter.

Professional Development

Blake Pierce was present to discuss Tableau to the council. This is a tool to get data at UTC. This data is slightly different from Argos, as Argos is live data. Some key tools that can be found with Tableau include: A Data Dictionary, Fact book, Department Profiles, etc. This can be found by following this link: <http://www.utc.edu/planning-evaluation-institutional-research/>

Blake Pierce also discussed the use of ARGOS for advisors. He showed the council how to get to the Department Reporting Dashboard. Student information regarding admissions, advising, registration, and enrollment can be found within this dashboard. Linda Orth asked if student-athletes and veterans could somehow be added to this. If anyone has questions about the use of ARGOS, he or she should see Tonia Martin.

Transfer AIQ

Stacie Grisham updated the council on the AIQ process for transfer students. The university will be attempting a transfer AIQ in the coming semesters. The target will be to have transfers in a minimum of six hours, which will help with the financial aid process. Requests that have been sent to Stacie thus far are the need to see transcripts, if the student has earned an Associate's degree, if the student was following a TTP, pre-req and override errors. If anyone has anything additional they would like to see on the transfer AIQ, they need to let Stacie know ASAP. This information must be sent by the end of September. Information requested does not need to be specific and should be common for all transfer students. January 1 is the registration for orientation.

Reminders:

EAB Campaign – Follow up meeting is September 2nd at 8:45 a.m. in Signal Mountain Room.

Next Advisors' Council meeting is September 16, 2015 at 8:45 a.m. in the UC Chickamauga Room.

Questions and Concerns:

Nicole Brown asked if it was possible for a 30-45 minute training session for learning new programs. The training committee has taken this suggestion and will work on scheduling this in the upcoming months.

Linda Orth offered training on Academic Regulations and Policies if the council would be interested in a session.

Amy Davis mentioned the Dual Admission program and students that are contacting UTC advisors about advisement issues. These students must complete the intent to complete form in order to receive our services. Once this form has been completed, we will be notified of those who qualify. If a student contacts you personally, ask him or her

if they have completed this form. Students must follow this procedure from their campus.

Sevan Paris asked if there could a more concise list of classes on the AIQ form. Stacie will take this question to the appropriate person.

Angela Google asked if there would equivalencies on the transfer AIQ. More information is to come.

Adjournment: Meeting was adjourned at 9:34 a.m.