

Advisors' Council

November 18, 2015 8:45 a.m.

UC Chickamauga

Members attending: April Anderson, Emily Blackman, Nicole Brown, Amanda Chambers, Angelique Cook, Donna Cooper, Sue Culpepper, April Ebbinger, Lindsey Felix, Yancy Freeman, Angela Google, Avalon Gourlay, Elizabeth Johnson, Nicole Jones, Emily Martin, Kayla McAuliffe, Deardra McGee, Amber Noblit, Shana Oates, Nicole Orr, Nikki Ownby, Sevan Paris, Jessica Pierce, Carl Raus, Mary Beth Rayner, Rhonda Reynolds, Lisa Tarr, Brian Tucker, Marjorie Whiteside, Sarah Wright.

Others in attendance: Bradley Bell

Call to order: Elizabeth Johnson at 8:48 a.m.

Welcome

Approval of Minutes:

A motion was made to approve the September minutes by Jessica Pierce. The motion was seconded by Lisa Tarr. A motion was made by Lisa Tarr to approve the October minutes. This motion was seconded by Jessica Pierce.

EAB Campus-Wide Campaign:

Yancy Freeman spoke about attending an EAB conference in October. While at this conference, he learned that part of the secret to making EAB work for a campus is through campaigns. He received ideas from other schools, including 61 different campaign ideas that will help to acclimate and engage students. We are beginning to set up a process to set up campaigns at UTC. We are currently going through pilot campaigns and our goal is to run at least four a year - two each semester. Several schools across the country are running six to twelve campaigns a year. Once UTC finds institutional campaigns, we will create a central hub – through the blackboard site. These campaigns will help us in documenting changes, what is happening and why it is happening.

Jessica Pierce asked if an instructor should record a plagiarism incident in EAB. The answer was no, not normally. These cases need to be handled through student development. Do not put that information in EAB.

Emily Blackman spoke about the recent EAB webinar and how informative it was. She suggested everyone take the time to look at all of the available webinars, which can be found on their website.

The Advisors' Council is in the process of scheduling a webinar about running campaigns.

TN Reverse Transfer Updates:

These updates will be given during the December Advisors' Council meeting.

Training Update:

Nikki Ownby updated the council about the progress of the training committee. Several faculty members attended training this semester, which focused on new faculty in their second year, going over the basics of advising.

There was a brief overview of the Advisor Certificate that will be rolling out within the year. There will be a total of 10 modules that must be completed in order to receive the certificate. Modules may include: Introduction Seminar, Advising Special Populations, Academic Policies/Procedures, Technology and Student Records, Advising Transfer Students, Legal and Ethical Responsibility, Campus Resources, etc. The committee offered a one-time, opportunity for Advisors' Council to "test out" of the Introduction Seminar of the Advisor Certificate. There was a quiz that was given during the meeting. The next training session will be on December 7th at 1:30 p.m. – location to be determined.

Assessment Update:

Avalon Gourlay gave the council an update from the Fall 2015 Student Survey.

The goal of the assessment committee is to see how we can measure advising on campus. They are trying to shrink down the Advising Expectations to five measurable expectations. The committee is also working on developing a curriculum map with these expectations and how to measure them. Avalon will be meeting with the training committee next week to begin collaboration, comparing student learning outcomes with the expectations. This will make sure all advisors are getting training with the modules. The Fall survey is closed. We had 174 responses. These results are very similar to last Fall. The assessment committee will be reviewing these results and will pull together a snapshot to have a presentation next month. There were 203 responses last fall. We would like for council to brainstorm on how to up the number of responses. The low numbers are not very helpful.

Yancy Freeman spoke about how vital and important the survey is. This survey is also a part of the audit. Please encourage your students to fill out the survey in the spring. This information is shared with the departments and deans, which can help us get more professional advisors on campus. This could also be a campaign opportunity. We need documentation on why things are working – the survey can provide this. If we need to print flyers, send emails – we will do whatever we need to increase the numbers.

Announcements and Old Business:

NACADA Regional will be April 20-22, 2016. The keynote speaker will be Kathleen Shea Smith, and the Chancellor will deliver the welcome message.

Questions and Concerns:

It was asked if we could send an email out on the listserv about not doing closed class overrides when there is a waitlist.

HHP is meeting with Chattanooga State to redo all of the TTPs.

There has been a separation of CASS. Dr. Roland is now in charge of SI and tutoring and reports to Stuart Benkert. Stacie Grisham has been promoted to Director of Advising Center.

Lisa Tarr asked if there has been any effort to get back time structure of classes. There have been several classes with random times.

Sevan Paris asked if there is a class with a TBA time, if the student will later be kicked out because of time conflicts. Yancy said that they are trying to get departments not to have times that are TBA. There is a new process when days and times of classes are changed through the records office.

Angelique Cook asked if a student can waitlist a class that they do not meet pre req. The answer is no.

Angelique also asked if there was a reason why we make readmits wait until after priority registration to register for classes. Yancy said she would look into this.

If students request change of catalog, they should receive it.

Adjournment: Meeting was adjourned at 9:54 a.m.