

# UTC Advisors' Council

## What we do...

The UTC Advisors' Council was formed in 2013 by Provost Jerald Ainsworth to develop an advising model for the university; open the lines of communication between academic advisors and departments and services; provide advising support to professional and faculty advisors; and improve the overall student advising experience. The Council is comprised of professional advisors, faculty advisors and representatives from student services across campus. Our goals are:

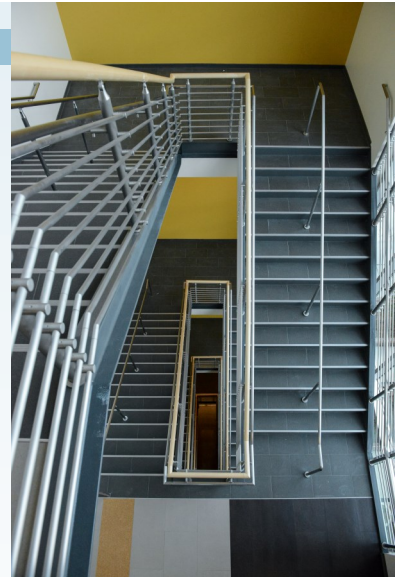
- Improve campus communication about issues related to advising
- Provide a forum for discussion on issues related to the student advising experience
- Offer quality professional development and training for advisors across disciplines
- Assess the effectiveness of academic advising at UTC
- Create a campus-wide environment of an "excellent student advising experience"

The Council meets the third Wednesday of each month at 8:45 a.m. in the Chickamauga room of the University Center.

## Academic Advising Mission

The University of Tennessee at Chattanooga strives for student success and views academic advising as a vital component of the educational experience. Advising engages and empowers students to develop educational plans that will meet their academic, career, and personal goals.

- The University will provide accurate and accessible information about institutional policies, procedures, resources, and programs.
- Colleges and Departments will provide accurate and timely information for advisement programs and ensure all students have access to advisement resources.
- Colleges and Departments will establish clearly defined expectations for faculty, staff, and students with regard to academic advising, and create fluid advising transitions between academic years.
- Students will value advisement as an integral component of their educational experience.
- Advisement will foster an environment to cultivate intellectual growth beyond the classroom and develop a professional relationship that prepares students to be responsible members of society.



### INSIDE THIS ISSUE

TN Reverse Transfer .....	2
EAB .....	2
CASS.....	3
Spring 2015 Assessment .....	4
Training Updates .....	4
Transfer Updates .....	4

### POINTS OF INTEREST

- Advisors' Council By-Laws
- Academic Success Series
- New Leadership Members
- Meeting Information

### CONTACT US!

Please direct any comments, questions or errors to a member of the Leadership Team:

Elizabeth Johnson, Chair  
 Lindsey Felix  
 Stacie Grisham  
 Avalon Gourlay  
 Nikki Ownby



## Tennessee Reverse Transfer Program

The Tennessee Reverse Transfer Program is a way for students to earn their associate degree after transferring to a four-year school. Students must complete a minimum of 15 hours at a participating two-year Tennessee institution and then transfer to a participating Tennessee four-year institution to be eligible.

The reverse transfer process is an institution initiated process that uses an automated credit-review system to identify eligible students. Students who meet, or are close to meeting, their associate degree requirements are contacted by email inviting them to opt-in to the program. A degree audit is then run by the students' prior two-year institution. Students who meet all the requirements for the institution's associate program are then awarded their degree. Students who do not meet requirements for an associate degree are

notified of any remaining courses to complete the associate degree.

The Tennessee Reverse Transfer Program is funded through a grant from Lumina Foundation and an appropriation from the State of Tennessee, the Tennessee Board of Regents, the University of Tennessee, the Tennessee Independent Colleges and Universities Association and the Tennessee Higher Education Commission.

<http://www.tntransferpathway.org/reverse-pathways/tennessee-reverse-transfer>

*Advising Tip: General education requirements are determined by catalog year. Courses approved for the 2015 catalog may or may not apply to older catalogs.*

### Advisors' Council By-laws

The Advisors' Council operates under by-laws established by its Leadership team and members. The by-laws define the purpose of the Advisors' Council; scope, privileges and responsibilities of membership; the Leadership Team's officers, qualifications, duties, terms and vacancies or removals; creation of ad hoc committees; parliamentary authority; university policies; and amendments.

To view the Council's by-laws in full, please go to <http://www.utc.edu/advisement/advisors-council/advisors-council-by-laws.php>

## Education Advisory Board (EAB)

The Educational Advisory Board Student Success Collaborative (SSC) works with more than 600 institutions to leverage data in their student information systems to solve many of the critical issues faced by institutions today. EAB's primary tasks are to predict and intervene with at-risk students, improve retention and graduation rates, and identify systemic (curriculum) barriers.

EAB relies on the SSC's proprietary predictive model and analytics engine to identify at-risk students and isolate system barriers. Both the predictive model and the analytics engine generate results based on historical data provided by the institutions. Results for UTC students are different from all other institutions.

The EAB dashboard provides academic advisors with a snapshot of a student's potential risk by classifying a student as "high, medium or low" risk and summarizing a student's D/F/W history, repeated courses, GPA information, and completion rate. In addition, it provides a "risk score analysis" which indicates a student's probability of success in their chosen major. Probabilities are calculated by comparing the student's performance and progression rate with the aggregate performance and progression rates of all students at UTC, under the same major, for the last 10 years.

In addition to risk, the EAB dashboard provides communication tools and a "Major Explorer" function that lists related careers and their salary ranges, hiring statistics, education and experience requirements and most requested skill sets.

The second component to EAB is the predictive workbook function. Each institution is provided with a customized "workbook" based on institutional data to identify minimum grade requirements for success, relational success between courses, and potential program barriers.

A pilot group, comprised of members of the Advisors' Council, has been testing and using EAB since February. EAB will be rolled out on a college by college basis beginning in fall 2015.



## Center for Advisement and Student Success

With a few exceptions, all first-year freshmen are advised by the Center for Advisement and Student Success (CASS). Students are assigned to CASS advisors based on their program of study and are required to meet with their assigned academic advisor twice each fall and each spring semester.

During their *first fall meeting*, students discuss the purpose of advisement, transitioning to college, adjusting to classes, and available academic resources (i.e. tutoring, supplemental instruction, etc.). During their *second fall meeting*, students focus on major selection, progression toward graduation and spring course selections.

During their *first spring meeting*, students reflect on the previous semester's performance, adjusting to spring classes, and address any corrective action required for academic success. During their *second spring meeting*, students confirm their major selection, verify course selection for fall registration, identify progress toward graduation and prepare to transition to their major department for advisement in their second year at UTC.

CASS also provides support for undecided students, with less than 45 hours, by guiding students through the major exploration process.

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*“The mission of the Center for Advisement and Student Success is to promote academic excellence and encourage self-directed learning. CASS will academically advise freshmen and students who have not declared a major and provide programs and services to promote student success. Furthermore, our goal is to support the University’s overall mission.” — CASS*

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### Supplemental Instruction and Tutoring

Free tutoring sessions are offered in a variety of courses. CASS provides free group student sessions (S.I.) for students in Biology 2060-2080, Chemistry 1110, and Physics 1030. For more information, please go to [www.utc.edu/advise](http://www.utc.edu/advise).

### Academic Success Series

The Academic Success Series provides online training modules on transitioning to college, campus resources and developing skills for academic success. The modules are available online at <http://www.utc.edu/center-advisement-student-success/academic-success/student-success-series.php>.

[Introduction to Academic Success](#) - ten steps for academic success, including available campus resources .

[Time Management](#) - learn to effectively manage your time and priorities.

[Taking Notes](#) - learn tips to improve note-taking skills.

[Exam Preparation](#) – learn how to prepare for different types of exams.

[Final Exam Reminders](#) - learn more about Finals Weeks at UTC and tips for preparing for finals.

## New Leadership Members

### **Avalon Gourlay,** **Assessment Coordinator**

Avalon is the Certification Officer for the School of Education and has worked at UTC since 2008. Her background includes teaching, data analysis, assessment, and advising.

### **Nikki Ownby,** **Training Coordinator**

Nikki is the Senior Academic Advisor for the College of Business and has worked at UTC since 2000. Her background includes academic advising since 2003.

## Meetings

**UTC Advisors' Council**  
**3rd Wednesday at 8:45 a.m.**  
Chickamauga Room, UC

**Leadership**  
**1st Wednesday at 8:45 a.m.**  
Elizabeth Johnson, Chair

**Assessment Committee**  
**2nd Wednesday at 8:45 a.m.**  
Avalon Gourlay, Chair

**Training Committee**  
**4th Wednesday at 8:45 a.m.**  
Nikki Ownby, Chair

**Transfer Committee**  
**3rd Monday at 2:00 p.m.**  
Amy Davis, Chair

## Assessment – Spring 2015 Results

The Council piloted the first advising survey in fall 2014. For spring 2015, students were contacted by email and asked to complete the survey during the two weeks prior to and the two weeks of Priority Registration for fall 2015 registration.

The primary goal of the survey is to assess the following student learning outcomes:

Students will...

- Utilize resources to identify degree requirements
- Develop an educational plan to follow
- Identify campus support resources
- Follow university policies/procedures

Academic advisors will...

- Provide accurate, program based knowledge
- Be available during reasonable hours each semester for advisement, general questions and performance concerns
- Refer student to other services, departments or individuals as the situation requires

Aggregate responses were categorized as either positive, neutral or negative. This year, 489 students completed the survey with favorable results indicating:

- Transfer students would like additional support
- Advising is more than course planning for two weeks each semester
- Advisees want an advising relationship
- Students want career advising in conjunction with academic advising

The 2014-2015 Summary of the Results can be found online: <http://www.utc.edu/advisement/advisors-council/advisors-council-assessment.php>.



## Training – Updates



In the spring, the Training Committee offered four advising training sessions for new faculty and professional advisors. Each session covered an introduction to advising students at UTC, technology and student resources, advising special populations, academic policies and procedures, transfer issues, legal and ethical responsibilities, campus resources, EAB, financial aid and scholarships, and collaboration across campus.

Training sessions for fall 2015 are scheduled for **October 5th, 8th, 13th and 14th**. For specific times and locations and to register for an advisor training session, please go to:

<http://www.utc.edu/advisement/advisors/advisor-training.php>.

## Transfer – Updates

The Advisors' Council established a Transfer Committee in Fall 2014 to help identify opportunities to improve advising and create a seamless transfer registration process for this special population.

This fall resulted in a greater number of transfer students on campus with an overall increase of approximately 100 new transfer students.

A new Transfer MOCS TLC (Themed Living Community) launched this fall and has 24 students assigned to it. The community will live together in the same residence hall and work together throughout their first year at UTC. Special programs are being offered on topics such as career guidance, registration planning, and campus resources.