

TRAINING COMMITTEE MINUTES

December 30, 2015

8:45 a.m. to 12:45 p.m.

Elizabeth Johnson
Mary Beth Rayner
Nikki Ownby

1. Review of four certificate modules: Interpersonal Communication, Policies and Procedures, Technology and Advising and Transfers.
 - a. **Technology slides:** Add EAB and ARGOS
 - i. EAB
 - ii. MyMocsNet
 - iii. MyMocsDegree – history, “what-if”, petitions
 - iv. Catalog
 - v. Clear Path for Advising
 - vi. ARGOS
 - vii. Banner (SSB & INB) – registration history, test scores, PINs, holds, overrides, assigning advisors
 - viii. UTC Learn/Blackboard
 - b. **Communication slides:** Rename slides, find professional to train the trainers on interpersonal communications
 - c. **Transfers:** (update from Mary Beth by January 8th)
 - i. Equivalency charts
 - ii. TN Transfer Pathways
 - iii. Reverse TN Promise
 - iv. General education
 - v. TBR and UT system transfers
 - vi. Transients
 - vii. Prior learning assessment (PLA, AP, IB, CLEP)
 - viii. Catalog year
 - ix. Degree requirements
 - x. Petitions
 - xi. Outstanding credit hours
 - xii. Placement
 - xiii. University requirements (120 hours, last 24, 60 hours, upper level, GPA’s, etc.)
 - xiv. International degrees or credits, WES
 - xv. Credits from exchange programs

2. Suggestion to create new module for “Graduation Mapping”.
3. Add Training Certificate mapping to the January 2016 agenda.
4. Recommendation to reorganize the certificate program into a “Training Certificate” and a “Masters Certificate”.

a. Training Certificate:

- i. *Policies and Procedures*
- ii. *Using Electronic Resources in Advising*
- iii. *Advising Outliers* (special populations, special admissions, etc.)*
- iv. *Advising Appointments*
- v. *Transfers*
- vi. *Resources*

*Athletics, DRC, veterans, university honors, transients, Post-Bach/2nd degree, “at risk”, first generation, “Murky Middle”, probation, dual admission.

b. Masters Certificate:

- i. *Legal and Ethical Issues*
- ii. *Advising Cycle*
- iii. *Difficulties (redirection, change techniques, etc.)*
- iv. *Advising Development Theories*
- v. *Interpersonal Communication and Relationship Building*
- vi. *Assessment*

5. Future training sessions:

a. Advising and technology:

- i. January 28th 9:30-11:30, Library 201
- ii. February 3rd 1:30-3:30, Library 201

b. Transfers:

- i. April 19th 2:00-3:30, Ocoee
- ii. April 25th 2:00-3:30, Ocoee

Adjourned.