Advisors' Council: Transfer Advising Committee Meeting

January 25, 2016
UC Cherokee Room

Attendees: Debbie Bell, Donna Cooper, Nichole Orr, Angelique Cook, Jessica Pierce, Emily Blackman, Stacie Grisham, Elizabeth Johnson, & Nicole Jones

Began: 2:03pm
Ended: 3:30pm

I. **Update from Stacie**
   EMAC – graduation subcommittee; looking at issues that impact students. What issues impact transfer students at graduation?
   - Elizabeth- no restrictions on majors they can declare (ie: admitted as pre-nursing but can't apply to nursing program)
   - Jessica/Angelique – 60 hr rule holding up transfer students; some of them have to take extra credits; no warnings on MyMocsDegree- have to check manually
   - Angelique uses Argos dashboard to see who is transferring in a lot of hours
     o Nicole- can see academic transcript to see how many hours have been completed at UTC
   - Jessica- Senior Exit Exam
   - Elizabeth – Immunization hold
   - Email Stacie with any other ideas of things that might affect a transfer student's graduation progress.

II. **Advising Transfer Students Training**
   A. Advising Certificate Module
   B. Dates: April 19 & 25 – 2:00pm-3:30pm
   C. Potential topics:
      1. Transfer equivalency
      2. TTP
      3. Gen Ed (UT v TBR, AA/AS vs. AAS)
      4. Transient v. Transfer
      5. AP, IB, CLEP, PLA
      6. Catalog year policy
      7. Degree Requirements vs. Graduation Requirements
         - Program requirements need to be met even if a transfer student has satisfied gen ed
         - If gen ed is satisfied at TBR, how is it satisfied on MyMocs if not automatically (contact Melanie Dixson)?
         - When is gen ed satisfied based on AS degree? (Emily) it takes too long. Ex: student was advised to register for classes based on transfer credit then additional transfer credit came in and ended up with repeat credit.
         - Make it clear that only degrees from TBR schools can satisfy gen ed.
      8. Course petitions/substitutions
         - Discuss procedures for this; who has the authority?

- If faculty member has submitted petition, do they get reminders sent via email? Jessica doesn't think there is a second reminder. Requests come in via word document on one day a week– too hard to read. Hard to keep up with what has petitioned- Angelique says there is a way to track in Argos.
- Look up how to track petitions in Argos
- Online petitions (Jessica) – while it appears to be an electronic process, it is still manual. Don't expect it to be done quickly. Emily tells studnets it takes 2 months.
- Can student get a pending notification that petition has been submitted? (Nichole) This will keep students from constantly emailing and asking about status.
- Online Petition needs an Oops/Cancel button!! (Nichole & Jessica)

9. Out-standing/In-Progress credits
10. MyMocsDegree fall-through courses
    - Would be helpful to list this section as electives- students think fall-through means the classes aren't counting
    - Make sure grades are appropriate (min. grade of C required but D was received)
    - Insufficient classes
    - 3000 level classes show up in 39 hr req but can also be electives
11. Financial Aid – satisfactory academic progress policy
    - SAP form
    - Academic Forgiveness Policy
12. TN HOPE scholarship
    - Procedure for getting HOPE transferred
    - Remind advisors that students don't have to be full-time students
13. Advisement tools: online catalog, MyMocsDegree, Clear Paths, Advisement website. Remind students that their Academic Advisor is a resource.
14. Overrides (pre-req vs. closed classes)
    - Refer them to advisement website override process
15. Registration concerns: closed classes
    a. Check schedule daily
    b. Waitlists (It has been proposed that all classes will be required to have a waitlist)
    c. Ask academic/major department regarding policy on closed classes
        o COB has their own override form
    d. Use the "Need a Course" link (may be discontinued)
16. Suggestions from committee members:
    - remind advisors that if they meet with student at orientation, they may not be the student's assigned advisor
    - Advisor assignments
      Concerns about how Banner auto assigns advisors. Student's advisors change if they are dropped. (Big problem in COB).
- Nicole will put together training PowerPoint and email to Committee for feedback.
- Elizabeth suggested using info from Advising Handbook to address above topics in training.
- Jessica will proofread PowerPoint.

III. Transfer Student Website
    A. Amy & Yancy previously discussed creating a website for transfer students (link to admissions Gold Carpet page & advising websites)
- Website possibly created by Nicole or Grad Assistant for Enrollment Management Services

    B. Content ideas - similar to advisor training?
- Email any ideas to Nicole
- Donna suggested that under Career Center section, emphasize that sophomores need to be looking at internships

IV. Transfer Student Focus Groups
    A. IRB permission; proposal needs to include the following:
        1. Start date
        2. Purpose
        3. Background/rationale
        4. Methods- (look up questions from previous research
        5. Sample population
        6. Informed Consent
        7. Risks/Benefits
    B. Questions (Emily suggested we look at previous research for relevant questions)
    C. Incentives
    D. Volunteers? Stacie, Angelique, and Nicole will conduct focus groups. Jessica volunteered to help recruit students.
        Suggestions: conduct one focus group from random sample and one focus group from Transfer MOCS RLC and compare students' responses

V: Future Meetings
    A. Our next meeting is scheduled for Monday, February 15 at 2:00pm in the UC Cherokee room