

## Advisors' Council: Transfer Advising Committee Meeting

November 23, 2015

UC Cherokee Room

Attendees: Nicole Jones, Elizabeth Johnson, Donna Cooper, Emily Blackman, Nichole Orr, Emily Martin, Jessica Pierce, Amanda Chambers, and Angelique Cook

### I. Transfer Orientation

#### a) *Issues/Concerns from regarding Nov. 16 session:*

- Majority agrees there needs to be a separate session for transfer students and 1<sup>st</sup> year freshmen.
- Donna mentioned that the student services fair that morning was too spread out. Those set up in Chattanooga Room didn't receive much foot traffic.
- Everyone liked that orientation/advisement was in the morning rather than afternoon.
- Students need more one-on-one attention.
- There is a lack of faculty involvement in orientation advising.
- Do not have transfer orientation the Monday after priority registration.
- Online orientation needs to be revamped. Students should only be allowed to attend online orientation under extenuating circumstances.
- Some advisors reported that students signed up for the online orientation but showed up for the on-campus orientation. Advisors did not have materials prepared for these students.
- Why are transfer students being admitted with below a 2.0 GPA?
- Are recruiters aware of GPA requirements for some programs? (Ex: HHP exercise science)
- MyMocsDegree for TTP students is usually inaccurate. It was suggested that Melanie Dixon be notified of inaccurate MyMocsDegree plans for TTP students.
- FERPA should be reiterated to parents.
- International students will have their own orientation beginning with spring 2016 and it will take place the Friday before classes begin.
- Eunice Davis evaluates transfer credit for international students.

#### b) *AIQ update:* Banner currently building Argos reports for transfer AIQs.

Question asked: who will do content specific overrides for transfer AIQs?

#### c) *Advisement after orientation:* for transfer students admitted after orientation or for those who missed orientation, advise these students to contact their advisors via email to set up an advising appointment. Also, remind new

transfers to let their advisor know if they are currently taking any classes at another institution.

- d) *Orientation dates for fall:* April 28 (evening session), June 6, June 28, July 14, and August 1

## **II. Transfer Welcome Letter**

- a) Nicole generates a list newly accepted transfer students from an Argos report. She sends a welcome letter to these students on a weekly basis. The letter directs students to the new student program office website to see what steps to take next. It also gives directions on how to view transfer credit via MyMocsDegree & the academic transcript. It also reminds them to send a final transcript if they are currently enrolled.
- b) Committee members suggested that the letter include how students can find their advisor and to remind students to let their advisors know which classes they are currently taking.
- c) Suggestion: see if Argos report can include GPA so that if a student has below a 2.0 GPA, a specialized letter can be sent to them.
- d) Emily Blackman suggested a social media presence for transfer students. Nicole currently manages the Twitter account for the Center for Advisement (@utc\_advisement) and will use this account to communicate info to transfer students.
- e) The committee would like to see a copy of the acceptance letter sent by the admissions office to transfer students so that we can re-evaluate what needs to go in the welcome letter.

## **III. Transfer Newsletter**

- a) A transfer student newsletter was created this past fall- the plan is to send one to new transfer students in fall and spring. Nicole will send a copy to committee members for review to see if any additions/changes are needed.

## **IV. Transfer Residential Learning Community (RLC)**

- a) The Transfer Mocs RLC began fall 2015 and houses approximately 20-25 students in Guerry Hall. Nicole Jones will replace Amy Davis as the advisor for this community and schedule a monthly event geared towards transfer student issues.
- b) Housing notified Nicole that for the 2016/2017 year, the Transfer Mocs RLC has been allocated 64 beds in Decosimo (35 female & 29 male).
- c) Interested students must complete a Housing Application and a Transfer Mocs application. The fall 2016 housing application goes live in January and there will be a link on the Center for Advisement website.

d) Nicole will follow progress of RLC students in EAB.

**V. Transfer Advising Section on Advisement Website**

a) Nicole proposed that there should be a section on the UTC Advisement website for transfer students; committee members agree. Content for this website will be discussed during spring 2016.

**VI. Focus Groups**

- a) Nicole proposed that focus groups consisting of transfer students be conducted in the spring and possibly fall so that the committee can get input from transfer students regarding their needs and how UTC can improve the transfer process.
- b) \$250 has been requested from the Advisors' Council budget for this committee to use in providing food for focus group students.

**VII. Future Meetings**

- a) There will not be a meeting in December.
- b) Next meeting is scheduled for January 25, 2016 at 2pm.
- c) Beginning in February, monthly meetings will resume on the third Monday of the month at 2pm.