

Advisors' Council: Transfer Advising Committee Meeting

UC Cherokee Room

March 21, 2016

3:00pm-4:00pm

In attendance: Emily Martin, Debbie Bell, Sumer Patterson, Angelique Cook, Marie Carroll, Stacie Grisham, and Nicole Jones

Meeting began at 3:05pm and ended at 3:50pm.

I. Transfer AIQs - Stacie reviewed handouts

Debbie- there will be transfer students accepted into Honors College. Will need to register for one of the innovation labs- approximately 8 incoming for fall 2016.

Angelique- Gen Ed questions should be added to transfer AIQ. Concerned about mandatory waitlist- means we can't put transfer students in closed classes. Stacie said we can run report to show what's full and Yancy can ask Deans to create sections.

- Stacie said it can't be changed this year- we will see how this year goes. We can still place them in Gen Ed classes but we just won't be able to know their preferences. They will have the option to change classes at orientation.

Sumer- suggested that it should be noted on the transfer AIQ that the A.A.S. degree won't satisfy gen ed.

Transfer AIQ questions are part of the orientation application. Students will have to sign up for orientation in order to complete Transfer AIQ. Those completing online orientation will not complete AIQ. Are advised to contact their department for advisement.

AIQ dashboard will be coming soon in ARGOS- date TBD (Banner team is understaffed). Advisors will be able to check dashboard by major to see which students have an AIQ.

Stacie went over example of freshman AIQ so we could see what it looks like from advisor's perspective. AIQs will be done before students attend orientation. AIQ is used to create schedule, Rebecca or Erin from Records office input the schedule in Banner. Advisors will meet in computer lab to work on AIQs. (See AIQ pre-registration process handout).

If student changes major before orientation, AIQ will be reviewed and schedule will be adjusted. If they change major on day of orientation, students will be informed their schedule is based on old major and will need to review with their advisor.

Emily- do these students have transcripts and MyMocs on file when we do AIQs? Stacie: Yes, they should. AIQ should capture what isn't on the transcripts.

Stacie clarified that the Provost wants us to register transfer students for 12 hrs instead of 6 hrs.

Angelique- do the department heads know about Transfer AIQs? Stacie said deans have been told repeatedly. Yancy will send another email to department heads this week and Stacie will email Advisors' Council reminding them of transfer AIQs. Departments without a professional advisor will be expected to send a faculty advisor to transfer AIQ sessions.

Sumer concerned how transfer AIQ will work for Pre-BIS majors since they have to apply to BIS major. None are accepted at time of orientation.

II. Focus Group Update

1. March 29 10-11am
2. March 30 5-6pm
3. March 31 3-4pm

36 slots available; 7 have signed up. Free food will be provided. Encourage your transfer students to sign up - can email transfer@utc.edu for more information.

III. Best Practices in Advising Transfer Students (Nicole will send out an email this week asking for volunteers to help conduct research on following institution- we need to propose best practices)

1. UT schools - Knoxville & Martin
2. Peer Institutions - 12 schools
3. TBR Universities - 6 schools
4. National models?

IV. Questions/concerns? none

V. Next Meeting: April 18, 2016 at 3:00pm. Future meetings will now take place from 3pm-4pm instead of 2pm-4pm.