

**Advisor's Council**  
**August 15, 2018**  
**Fletcher 114**

**Attendees:**

Mary Beth Ondrusek called to order at 8:46am

Donna Cooper motion to approve minutes, Lindsey Felix Second the motion. Minutes approved.

**Announcements:** New Members-Athletics and Student Support Services

**Advisor Training Certificates:** Deanna Beasley (Biology), Laura Lee Jenkins (Comp. Sci. & Engineering), Emily Martin (Nursing), Joseph McCauley (Biol., Geol., & Env. Sci.), Deardra McGee (Center for Advisement), Nikki Ownby (Business), Nichole Orr (Business), Hong Qin (Comp. Sci. & Engineering), Robin Sturnes (Center for Advisement)

**Title IX (Stephanie Rowland):** Focus on sexual misconduct, relationship violence, and stalking. Students can report directly to Stephanie, Conduct, UTC PD, anonymous, and mandatory reporters (advisors). Must report within 48 hours of knowledge. How to report: Call or email Stephanie or complete online form. Lots of resources available at meeting. Red Zone: most assaults happen between move-in and Thanksgiving. Mary Beth: Do we have to do training every year? Stephanie: offer in-person training as well as complete refresher online modules every year. Any department/office can request training. Deardra-how long in-person training? Stephanie: with questions 45 min to 1.5 hours.

**Education Majors (Vikki Bernotski):** Education has new major in Elementary Education and ESL (dual license program) in addition to the other programs UTC has had. School of Education just heard that the Exceptional Learning K-12 Comprehensive program has been approved by the state. It is already in the catalog from the last round of curriculum proposals. She did a brief overview of all majors and what can be taught with each license. Stacie Grisham asked who to send students to if they were thinking about Education. Vikki-please send to me. Donna Cooper asked about field placements. Vikki-In process of hiring new coordinator; right now multiple people are splitting duties. Please direct students to email [soe@utc.edu](mailto:soe@utc.edu) if they have questions.

**MyMocsDegree Planner (Stacie Grisham):** Fall 2018 First-year students should have a graduation plan in Planner by end of FR year. Plan to roll out over a couple of years. Templates make it easier to start with freshman. Upcoming training in the fall are planned by the Records Office. Want to see at least 1 year in advance for every student. Want to use data to help identify how many seats are needed in courses. Sue Culpepper: Predicting courses, such as upper-level? Stacie-that is farther out, but could be used for that. Amber Noblit: What is active vs locked? Stacie: Active means this is the plan the student should follow. Locked means no other person can edit. Amber: When saving and viewing in calendar. Can we change the current term? Sandy Zitkas: no changes Theresa Blackman: can we make changes to the current term in planner? Stacie: Sandy can look to see if we can make edits for the current term. Vikki Bernotski: When can we start to pull data? Stacie: Working on it in test phase. Angelique Cook: When do upper-class advisors need to use it? Stacie: Fall 2019 for this year's freshman students. Angelique: Feels students can handle planner. Could we put it in FYE courses? Other places put making plans on the students' responsibility. Stacie: based on questions from advisors, it seems like it would be a lot for students. There are also a lot of curriculum things that some students don't quite understand. We can

offer student training. There is no course that every first-year student takes, so FYE would only capture a few students. Angelique: LC for Psychology? Stacie-yes, if you can get department to opt into FYE and want to teach the 1250, can incorporate into the course. Angelique: Category based degrees-so many choices? How do you tell what we need to offer? Stacie: Student will need to make some selections based on what they plan to take. Will need to look at must take and may take. Jessica Pierce: reports are incorrect in Banner for must take and may take. Stacie: need to report to Banner. Rebecca: [bannersystems@utc.edu](mailto:bannersystems@utc.edu) is the email to report. Angelique: how flexible are templates? Stacie: can have 1 template per major. Sandy: build off catalog/clear path. Angelique: Do we have to hand enter all of the options? Stacie: will be doing training in September and can sit down and look at it together in real time.

**CDA (Rob Liddell):** Announce Handshake for career searching and can use for advisement. All students should be able to find something-1600 employers currently listed and lots of postings for internships/positions. Can provide handout digitally (hard copies at meeting). Melissa-has job posting, but can see anyone who has applied for all jobs at UTC. Rob: yes, you can view those applicants for other departments at UTC. Sue: posting not through HR? Rob: Spoke with HR and these jobs are primarily for students. Welcome table on Monday 7:15am to 10am-Hertigate Plaza. 3pm on Friday-Handshake and milkshakes. CDA Meeting Wednesday, Sept 12 at 9am UC Chickamauga Room.

**Questions/Concerns/Updates:** Mary Beth Ondrusek: Ad hoc committee for recognition and awards. If interested in serving, please email Mary Beth. Sue Culpepper: CGLA has 15 seniors who need mentors. Students come to campus, would be 5 times for 1 hour each, third Wednesday of every month at 10am. Wide variety of career interests for the students. Email Sue if you are interested. Donna Cooper: Job Fair Tues Aug 28 10:30-12:30 and 1-4 in TN room. Law school/grad school/med school fair Wednesday Sept 5 11-2 in TN Room. Suit Up Sept 23 6:30-9:30. Julie David-the dates are on the CDA website. Deardra McGee-Center for Advisement open for walk-ins all day for the first week. Stacie: Campus update-Brad Bond is taking over duties. Send all issues to Brad ([Bradley-Bond@utc.edu](mailto:Bradley-Bond@utc.edu)). Rolling out to Faculty Advisors. Sept 11 is kick-off date. New product release (can see in training site)-location specific settings (i.e. COM appts automatically 60 min instead of 30 min). Theresa Blackman: Advise Promo 4 dates after fall break and around registration. Flyers at next meeting. First wave of tables is to get students to see advisor and second wave is to complete survey. Please email [Vikki-Bernotski@utc.edu](mailto:Vikki-Bernotski@utc.edu) if you know you have had changes to advising staff in your department for us to update the binders for students to view. Angelique: When waitlists are purged notification? Rebecca: Purged this morning.

Adjourned at 9:47am