

Academic Advising Coordinating Council

Friday, March 21, 2014

315 New College

In attendance were Ellen Martin, Laura Dowd, Judy Iakovou, Jennifer Patrick, Misha Boyd, Anna Hiers, Rose Tahash, Matthew Head, Ami Flowers, Diane Miller, Heather McEachern, Steven Honea, Laura Jolly, Lisa Bedgood, Martin Rogers, Maggie Blanton, Fiona Liken, Carol Roberts, Evonne Jones, Christie Sanders, Kelsey Marcero, Glada Horvat, Trelle Baker, Paul Welch, Nikki Hon, Stephanie Artavia, Bethany Bagley, Kimberly Salo, Joanna Warren, and Elizabeth Petty.

Guests: Kassie Suggs

Laura Dowd called the meeting to order at 10:30 a.m.

The minutes of the January 21, 2014, meeting were approved.

Martin Rogers was asked to clarify the Honors statement from the minutes of the January meeting. Non-Honors students will still be able to register for Honors classes with permission during drop/add. The student must have a 3.4 GPA, and a seat must be available in the course.

A Student Veterans Subcommittee was created to work with Ted Barco of the Student Veterans Resource Center to help military veterans be more successful at UGA. The subcommittee's first order of business will be to work on a university-wide brochure detailing what student veterans need to know before their advising appointments.

There will be a meeting for all student veterans during each transfer orientation session from 1:00 p.m. to 2:00 p.m. in the Tate Center. The meeting will introduce student veterans to the resources that are available to them at UGA. Advising appointments for student veterans will need to be scheduled before 1:00 p.m. or after 2:00 p.m. to allow these students time to attend this meeting. Incoming freshmen who are student veterans will be notified about the Student Veterans Resource Center and invited to visit the center when they have time.

The Council discussed the difficulties that they are encountering when advising international students. The Council tabled the discussion and will invite Chenelle Goyen of the Office of Admissions to the next meeting to discuss the TOEFL testing process that international students partake in prior to admission to the University. Opportunities for international students to improve their English include free ESL Tutoring through the Division of Academic Enhancement, as well as the Global Friends program through International Student Life.

Laura Dowd polled the Council to determine how many departments still use pink pre-printed advising forms and whether or not Eileen Kraemer should order more forms for each department. The consensus was that departments were either not using the pink advising forms or were placing individual orders for the forms.

Kelsey Marcero from the Office of Admissions provided an update on the changes coming to Orientation for summer semester 2014. A program developed by the Office of Admissions will be used for registration

for orientation sessions this year instead of using Banner. Rosters will be delivered electronically using a secure portal. The Council discussed options for the timing of the delivery of the rosters. Advisors would like a weekly report detailing all sessions for the week and an additional report the day before the session begins. Students can no longer change their sessions if there are fewer than four days before their session. Students will not be receiving a flash drive as previously advertised. This year the students will receive a link to a website in place of the folders used in previous years. An international orientation will be added as an additional session and will take place on August 11 and 12. The Orientation Subcommittee will meet with Kelsey Marcero before the next meeting to finalize decisions for the summer and will present their decisions to the Council at the April meeting.

The current estimated number of attendees for the NACADA Drive-In Conference is 130. There have been 14 proposals submitted for consideration, 8 proposals from UGA and 6 proposals from other institutions. The tracks are Progression, Retention, Graduation (Student Journey), Advisor Collaboration/Networking, STEM, Advising Special Populations, and Advising Theory. Box lunches will be served to Conference attendees.

Laura Dowd announced a call for nominations for the 2014-2015 Chair of AACC.

Fiona Liken provided an update regarding Banner. Students will register for summer courses in IMS. Fall registration will take place in Banner and will begin in April. Students will be notified of their registration time ticket via email. Priority timing will remain the same. The Banner team is working on a major change application. Students will be able to change their majors on Athena. Major changes for restricted majors will have an approval process. The Council expressed concern with the delay in the effective term of the new major and the ability to register for classes for that semester. The Banner team will consider the input.

The following announcements were made by members:

The Advising Survey will be completed this year. Please submit any ideas to enhance advising to Dr. Jolly. Evonne Jones reminded the Council members of the UGA Online Course Catalog, online.uga.edu. Clicking on the call number for the course will display the number of seats remaining in the class, while clicking on the course prefix number will display the course description and the format of the course. Any questions about online courses or the Online Course Catalog should be directed to Evonne, [von@uga.edu](mailto:evonne.von@uga.edu), 706-542-1841.

The Career Center will host a Summer Employment Fair on March 26, 2014. A Virtual Career Fair and Small Business Career and Internship Fair will take place on April 1, 2014.

Kimberly Salo is filling in for Kelly King while Kelly is on maternity leave.

Advisor training for Athena (SSB Banner) will be provided in the next few weeks.

The meeting was adjourned at 11:55 a.m.