

Minutes for AACCC meeting
04/15/2016
Peabody Board Room
Administration Building

Reports of Committees

- a) Professional Development: Mike Merva reported
 - a. Spring Workshop
 - i. Date set for May 6th
 - ii. Registration e-mail to be sent out soon
 - iii. Catering by Subway, able to customize sandwiches
 - iv. Presenters include:
 - 1. Judy Iakovou: Data Analytics
 - 2. Linda Bachman: Experiential Learning web tools
 - 3. Roundtable Discussions
 - 4. Chis Linder: Student Development Theory
 - b. Brown-Bag Sessions
 - i. Done for Spring semester
 - c. Advising Certificate
 - i. Refer to New Business
 - d. Scholar-Practitioners
 - i. No presentations accepted by NACADA
 - e. Professional development committee will meet again post-workshop to set the agenda for the Fall 2016 semester
- b) Orientation: Julia Butler-Mayes reported
 - a. Meaghan Nappo to present on Freshman College updates (refer to New Business)
 - b. Alton Standifer to review Orientation schedule (refer to New Business)
 - c. Franklin College to switch to e-mailing notice of Orientation advising appointments, aligning the college with a push from Admissions for this method of appointment notification
 - d. Pre-Orientation testing is encouraged for Placement Tests
- c) Transfer: Justin Burnley reported
 - a. New representation on the committee:
 - i. Jason Emond for UGA Admissions
 - ii. Erin Richman for Academic Partnerships and Initiatives for Student Affairs
 - b. Committee chair to reach out to colleges without representation on the committee to hear feedback concerning the College Transfer Guide project
 - c. Further discussion needed for final format and website home of the Guide project
 - d. Tentative deadlines for Guide project
 - i. First draft of participating college handbooks by June 1st
 - ii. Website upload October 1st
 - e. Dr. Debra Alvis from DAE reached out to the committee concerning UNIV student

presentations designed for new students to UGA for feedback on their potential effectiveness in transfer guides

Reports from the Chair

- a) Assessment & Policies Committee
 - a. Revision of the advising survey to be pushed to next year
 - b. Outreach efforts to be made to campus survey experts for best practices
 - c. Survey reports fall semester results for every odd year
- b) Update from Linda Bachman
 - a. Spring advising workshop to be used for updates on experiential learning web tools
- c) Grade roles opened 04/15
 - a. Grades are due Sunday, May 15th
 - b. Due date is necessary since Maymester classes start Monday, May 16th
 - c. Advisors encouraged to stress this deadline to appropriate faculty

Unfinished Business

- a) Advising Surveys due to Assessment and Policies by May 27th
- b) Duplicate Credit: Fiona Liken reporting
 - a. Duplicate credit occurs when students take a course and register for that course again
 - b. Student can appeal for a course deletion from EAC
 - c. Presently, Athena does not provide a warning to students when registering for duplicate credit
 - d. Suggestion: provide a fatal block for students registering for duplicate credit
 - i. Gives a warning to students
 - ii. Requires an override
 - iii. Does not occur if student failed the course and needs to register for it again
 - iv. Advisors would need to notify departmental scheduling officers to allow an override
 - e. Question: How many departments would be effected by this block?
 - i. Approximately 20 prefixes estimated as likely targets (CHEM, BIOL, ENGR, MATH, etc.)
 - f. Question: Should this be implemented?
 - i. No warnings can be provided to students without using a fatal block
 - ii. "D" is considered passing the course in this case (even for a major course) and would require an override for the student to re-register
 - iii. The student is also blocked from registering for duplicate credit if the original course is still in progress
 - iv. A withdrawal does not count as passing the course and should not trigger the block
 - v. If a course is marked as repeatable for additional credit, it should not cause a block within the limits set for repeat
 - g. Curriculum Systems will send an e-mail for feedback in support or not in support of this duplicate credit block suggestion

New Business

- a) Amber Fetner, Chair of Sub-Committee on Advising Certificate
 - a. Committee is reviewing the advising certificate program
 - b. Certificate program is promisingly populated by attendees who are not advisors but want to be
 - c. The certificate program was started in 2007, proposed by Elizabeth Sproston, and was based on the Global Certificate with 2 core classes and 4 electives
 - d. The committee meets once per month
 - i. Needs more representatives from underrepresented colleges
 - ii. Reps stay until the end of next year and rotate
 - e. Survey of current instructors and keeping track of participants
 - i. Advisors control 2 core classes
 - ii. OVPI staffer, Lindsay Johnson, will track participants
 - iii. Evaluations of instructors will be tracked through this office as well
 - f. Working on advertising classes prior to given terms to better accommodate advisor schedules
 - g. Hoping to offer core classes 3 out of 4 quarters of the year
 - h. Course evaluation to be delivered through Qualtrics
 - i. The OVPI site to house certificate information
 - i. Option to submit elective suggestions
 - ii. Option to submit interest to be an instructor
 - iii. Archives of class content
 - iv. Shadowing system of current instructors to train new instructors on the given topic
 - v. Webpage draft upcoming next week
 - j. New electives to be offered in the Fall 2016 semester
 - k. Aiming for new level certificate to be offered in Spring 2017 for experienced advisors
 - i. Incentive to continue to attend advising elective classes
 - ii. New core, but electives offered in both intro and next level certificate

- b) Meaghan Nappo, Program Coordinator at Academic Enhancement on Freshman College
 - a. Freshman College Orientation scheduled for June 22nd
 - i. One Day session
 - ii. Covers Fall advising
 - iii. Students return to Freshman College in July
 - b. Summer courses are pre-selected prior to June 22nd
 - i. Includes life skills service learning course with an Arts/Science core elective
 - ii. 6 Hours of course credit
 - iii. Approximately 300 students
 - iv. AP credit concerns
 - c. Process:
 - i. Freshman College collects the names, ID #'s, anticipated credit, and top 3 choices for Summer courses for each student
 - ii. Students agree to a disclaimer regarding their choice of courses and the courses they may actually need to take
 - iii. Freshman College uses Sendfiles to send this information in PDF to each college

coordinator

- iv. Advisors for each student rank the best fit from the top 3 choices and adds notes as needed, returning the list to Freshman College by the end of 1 week
- v. Freshman College uses advisor ranking and notes to select CRN's for each student
- vi. Prior to Orientation, Freshman College staff request Permission of Department restrictions to be lifted for students needing access to each CRN
- vii. Student arrives at their advising appointment on the June 22nd Orientation session with the list of pre-selected CRN #'s and registers for those classes and Fall classes after advising hold is cleared
- viii. After the first sending of information for students currently registered for Freshman College, information sent to advisors will be more segmented with weekly updates of newly registered students
- ix. Suggestion: A master list of assigned courses for all students would be helpful for Orientation advising

c) Alton Standifer, Director of New Student Orientation, Admissions

- a. Summer Orientation schedules have been finalized
- b. Colleges should determine if any new advisor needs access to Orientation Rosters
- c. May 11th, students may register for Orientation sessions
- d. May 6th, students attending Summer Session Orientation, Maymester Orientation, Freshman College, and Honors students register for Orientation on this date
- e. Orientation rosters will be locked 6 calendar days prior to each session
- f. Advising coordinators should reach out to their designated Orientation Leaders to establish helpful contact for the upcoming sessions
- g. Orientation is seeking to collect materials from presenters (send to Alton) to provide to students post-presentation; quick, helpful handouts that can be given for each college and/or major

d) Election of AACC Chair for 2016-17

- a. Kelly King, College of Family and Consumer Sciences, elected as Chair
- b. Thanks to Paul Welch for his leadership and service to the Council