

Minutes for AACC Meeting
10/14/16
Peabody Board Room
Administration Building

In attendance were Diana Beckett, Maggie Blanton, Misha Boyd, Stacy Boyles, Justin Burnley, Julia Butler-Mayes, Laura Clark, Cathy Clutter, Diane Costyn, Dave Crouch, Joseph Davis, Kali DeWald, Jennifer Eberhart, Jason Emond, Matthew Head, Steven Honea, Judy Iakovou, Melody Kesler, Kelly King, Katelyn Kivett, Ellen Martin, Heather McEachern, Diane Miller, Naomi Norman, Ellen Pauloski, Liz Petty, Beth Rector, Erin Richman, Christie Sanders, Beau Seagraves, Sharon Shannon, Cara Simmons, Carrie Smith, and Elizabeth Sproston.

Welcome

Kelly King called the meeting to order at 10:00 AM.

New Business

- Beau Seagraves and Carrie Smith gave a presentation about the services that their office, Student Care and Outreach (SCO), provides to support students. This office is one of three housed under the Office of the Dean of Students within UGA Student Affairs. The other two offices are the Student Veteran Resource Center and the Tate Student Center. Services provided by the SCO include the following:
 - Hardship withdrawals (**after** the withdrawal deadline each semester but **before** the last day of class; appropriate documentation required; may affect other aspects of campus and academic life)
 - Absence notifications
 - Referral to mental health professionals
 - Trainings for faculty/staff about students of concern - BARC
 - Annual memorial service in May for students who died during the year
 - **Confidential** support services

To contact them, call 706-542-7774 or visit Suite 325 in Tate. In addition to Beau and Carrie, Britney Kelley and Karen Saunders staff the office. They all have access to the same information.

Services provided by SCO fall into 4 main categories:

- Direct support of students-providing resources, identifying a support team
- Providing immediate interventions (hardship withdrawals, absence notifications, etc.)
- Targeted outreach and preventive measures
- Sharing information with campus partners (Advocate database)

The office provides an online reporting system where anyone can provide information about a student. If an advisor refers a student to SCO, call the office or submit an online referral form to give SCO information so they can better help the student.

BARC = Behavioral Assessment and Response Council. It is designed to provide resources to students who are an immediate threat to themselves or others on a case by case basis. The focus is on student's behavior and how it may affect campus safety. BARC responds with safety and effectiveness as a goal. Faculty/staff can report students of concern by calling SOC or reporting on their website. Provide as much information as possible. When in doubt, call, and SOC can determine whether an intervention is needed. Responding to students of concern often involves the following:

- Gathering information
- Observing behavior and asking questions
- Connecting the student with resources; offering to accompany the student to intended referral; contacting UGA police if student poses an imminent threat.

Retroactive hardship withdrawals must go through the Petitions Subcommittee of the Educational Affairs Committee within the OVPI. But, the SOC can provide students with support during the appeal process.

- New Policy on the Requirement for Faculty and Staff to Submit Education Abroad Activity for Review: Yana Cornish, the director of Education Abroad at the Office of International Education (OIE), talked about some of the new developments in her office. There are 4 general advisors plus 2 residential center advisors for Education Abroad. GoAbroad portal (goabroad.uga.edu) is the central place for students to locate UGA study abroad programs as well as approved external programs. The policies link under the faculty/staff/administrators link contains the [Policy on the Requirement for Faculty and Staff to Submit Education Abroad Activity that is Recommended to Students for Review by the Office of International Education](#) which describes when approval processes for study abroad programs apply and what they are. **All education abroad activities recommended to students by UGA faculty or staff must be submitted by the faculty or staff member to the UGA Office of International Education for review prior to student travel.** Education abroad activities requiring review include, but are not limited to, faculty-led study abroad, exchange and residential center programs as well as any instance where a UGA employee facilitates international student travel or recommends a particular international activity to a UGA student. Established UGA programs and approved external programs have already been reviewed by OIE, so it is not necessary for advisors to notify the OIE when discussing these with students. OIE must be notified of **new** programs or other experiences **recommended** by UGA faculty or staff, so that OIE can put appropriate agreements in place before the student travels abroad. Advisors should always encourage students to register (for free) with OIE by going to the GoAbroad portal and clicking on 'travel registry'. All students who register with OIE for their travel abroad (regardless of whether it is a UGA program, an external program, or an independent trip that has been recommended by a UGA employee) are enrolled in insurance (only \$1.28 per day) and in the Smart Travel Enrollment Program (STEP) offered free by the Department of State. They also participate in online pre-departure orientation. Step-by-step instructions are found on the webpage. **The biggest concern is for students who travel abroad independently** and the liability issue this presents if UGA is not notified beforehand in order to be able to implement risk management strategies and provide support to students. When in doubt, contact OIE. The "advisor resources" link on the GoAbroad portal has a lot of helpful information for advisors including a list of publications that can be ordered (for free) from OIE.
- Starfish update – Judy Iakovou stated that the Discovery Showcase information will be delivered on Monday, September 19. Go to the 'start here' table when you first arrive to check in and find out where your table is located.

The Starfish project website will be available in November as a source of information about the project. It will probably be the place for advisors to log in to access training materials. The plan is to finish the analysis and data integration by the end of November, test with the project team, roll out to the pilot colleges in time for Spring, and then to the remaining colleges by Summer. Tracking items to be used initially in Starfish have been identified by the project team (which includes advisors). Flags, which can be raised manually or automatically, will include the following: change of major, behavioral concerns, general concerns, financial predictive flag, academic predictive flag, social predictive flag, I need help flag (raised by student). A referral to the Career Center, DAE, Exploratory Center, Financial Aid, CAPS, Pre-Health, Student Affairs, will automatically trigger an email to the student. The to-do list gives the advisor a place to direct the student to complete something.
- Standardized Advisor Training Committee – Judy proposed developing a class in eLC for Level I advisor training and wondered if there was support for this idea among members of AACC. This concept was very well received by AACC members. She wants to hear creative ideas and would like volunteers for the committee.

Approval of Minutes from September Meeting

The minutes were approved with no corrections and will be posted to the website.

Reports of Committees

- Advising Student Athletes – Kelly King reported for Will Lewis (since Will is not a member of AACC). At their last meeting on 9/29/16, they talked about current events related to college athletics, the new analytics tool and how it can be incorporated into their work, and attending student-athlete related sessions at NACADA. The Orientation Sub-committee has started working on developing advisor training materials. The Spring orientation in January could possibly serve as a practice run for any practices that they'd like to try (after consulting with the AACC Orientation Committee for any proposed changes). They are thinking of establishing a student athlete liaison network across campus whose members would be the primary advisor for student athletes at orientation and also the first point of contact in each college/school for issues related to student athletes. Kelly invited discussion on this topic, and it was decided to have each unit designate who currently serves in this role (typically the advising coordinator), and give this list to the Sub-Committee.
- Assessments and Policies – nothing to report.
- Orientation – Julia Butler-Mayes said that they will meet this afternoon with the main goal of gathering feedback and suggestions from the 2016 Summer orientations.
- Professional Development – Mike Merva reported that the date of the Fall Advisor Workshop has been changed to Thursday, November 17 due to a conflict in scheduling the Tate Grand Hall. Unfortunately, the Career Center is not available to provide lunch on this date, so the workshop will begin earlier at 8:30, hopefully with a more substantial breakfast. The resource fair will still take place during the first hour. Presenting in the morning will be representatives from Student Care and Outreach, Starfish, health office, and the Exploratory Center. Following the presentations, the following breakout sessions will be offered:
 - suicide prevention
 - roundtable discussions about the next level certificateThe October Brown Bag took place yesterday on the 13th, and the next one in November will focus on the advising publication.
- Transfer – Justin Burnley reported that this committee will meet later this month.

Reports of the Chair

None

Unfinished Business

None

Announcements

Ellen Martin will retire December 1.

The drop back deadline for math is next Friday, October 21.

The Law School Fair will be October 26 with 75 schools represented.

Elizabeth Sproston will leave UGA on January 3.

Adjournment

The meeting was adjourned at 11:34.