

November 16 AACC Notes

Mission Statement:

Representing undergraduate academic advisors from all University of Georgia schools and colleges, the Academic Advising Coordinating Council will provide expertise, leadership, and support for the academic advising needs of the university community. Through best practices in training, mentoring, research, and evaluation, the Council will maintain excellence in academic advising and facilitate student success, retention, and degree completion.

In attendance: Diane Beckett, Maggie Blanton, Misha Boyd, Justin Burnley, Laura Clark, Jennifer Eberhart, Jason Emond, Melissa Garber, Steven Honea, Glada Horvat, Whitney Jones, Amber Juncker, Kelly King, Greg Kline, Jahn Lauckner, Fiona Liken, Robyn Malone, Heather McEachern, Mike Merva, Diane Miller, Naomi Norman, Ellen Pauloski, Caroline Piotrowski, Beth Rector, Sharon Shannon, Cara Simmons, Heather Smith, Leslie Standridge

- i. The presentation of the minutes of the last meeting of the Council, their corrections, if any, and their adoption
 - a. Meeting minutes from October 19, 2018 presented and approved.
- ii. Reports of special committees and discussion thereof
 - a. Reports of Special Committees
 - i. Student Athletes: Next meeting and Training & Development class coming up in December.
 - ii. Communications: (Matt Head) Seeking additional members. Contact Matt Head.
 - iii. Community Service & Engagement: (Matt Head) Dave Evans, chair, sent out recognition on Veteran's Day. Group is considering various options for social events throughout year. Planning a monthly newsletter informing advising group about community and campus service opportunities. Seeking additional members.
 - iv. Mentoring: (Ellen Pauloski) Developed working mission statement for subcommittee and mentor program. Next step is to articulate programmatic outline. Reviewing programs at various institutions. Upcoming December meeting.
 1. Transfer (Justin Burnley):
 - a. 1GAAT (One Generation at a Time - for first generation transfer scholars seeking faculty/staff mentors with degree, professional connections, or interest in dietetics, education, social work, biology, and/or agricultural communication. Contact Audrey Grigg if interested (Audrey.grigg@uga.edu).
 - b. Online transfer evaluation pilot: Format updated based on user feedback, new participants (SPIA, PE and FACS), new

customization (email triggers and information), streamlined communication between students and departments, simpler process. Link will be distributed.

Eventual goal is for the tool to be available campus-wide.

- v. Ad hoc Advisor Award Selection (Julia Butler-Mayes): Group reviewed current structure of advising awards and developed proposal (full proposal attached to AACC agenda email, 11/14/18)
 - 1. Continue existing awards for New Advisor (fewer than 3 years experience) and Professional Advisor (3+ years experience)
 - 2. Proposed new award category for Advising Administration, where 50% of work is administrative. This is an existing NACADA award.
 - 3. Proposed new award category which recognizes excellence in advising special populations. Committee could award up to two advisors per year in any special population (ex: student athletes, transfer students, international students, etc) No NACADA level equivalent. No associated NACADA stipends, etc.
 - 4. Nomination process: Qualtrics survey campus-wide
 - 5. Proposal to restructure selection process: Past process was 100% student-decided via selection committee. Proposal that committee include student representatives (pulled from SGA) and advising leadership (previous 3 years' winners).
 - 6. Comments/questions: None. Show of hands in favor, all. Proposal will be submitted to Dr. Naomi Norman.
- vi. Professional Development (Mike Merva):
 - 1. Brown Bag: Please send ideas and/or requests to Elizabeth Fuller, who is working on spring programming.
 - 2. Workshop: Finalized agenda: trivia, food and prizes!
 - a. College swag can be given to Julia Butler-Mayes
 - b. Submit trivia questions to Julia, Mike or Cindy
- iii. Certificate & Training committees met jointly with T&D (Mike Merva)
 - a. Replace the two required core Certificate of Academic Advising courses, 'Anatomy of UGA Degree' and 'Advising History & Philosophy' for CAA and DW/Sage Training with Two 'Intro to Advising Classes'
 - b. Online advisor training committee: articulated advisor and student learning outcomes. Next step: Develop format of modules, and recommend as future Capstone project for Advanced Certificate-earning advisors. Upcoming meeting in December. Mike will chair committee beginning in January 2019.
- iv. Reports of the Chair
 - a. Spring Meeting Dates
 - i. Tentative. Please contact Matt with concerns/requests.
 - ii. Location changed to CED Conference Room
 - b. Orientation Contact list: Specify individual name and email (versus generic departmental address) to receive access to Orientation check-in portal. This

- portal should not be used as replacement for Argos roster, but as a tool to see which students checked in for Orientation.
- c. Sage intake survey: Matt displayed and walked through the Orientation intake form he used in Forestry last summer. This is an example of what it could be in Sage. He has first year and transfer versions. Results are organized into report. Matt sends the survey link a week prior to a student's orientation session. Julia said Qualtrics form could be imported as Sage note (similar to process for importing Sara forms.)
 - d. Dr. Naomi Norman: Advising Academy. With the goal of improving relationship and communication between advisors and students before they even arrive on campus, students' Grit and Holland Code scores will eventually be represented in intake form to provide fuller picture of student situation.
 - v. Unfinished business. None.
 - vi. New business
 - a. Summer School Classes (Nancy Byron, Tracy Coley, and Sharon Shannon): See <https://online.uga.edu/> for updated course, fees, and registration information. Postcards available to distribute to students (available at meeting, or by contacting OOL), includes notes field for students and talking points for advisors (re Core, Elective, Experiential, Face-to-Face and Online).
 - i. Matt Head: students are confused about how to apply for field study courses via alternate process. Fiona Liken will follow up.
 - ii. Sharon Shannon: Shannon has developed eLC overview video
 - b. Updates from the Office of Academic Advising Services (Julia Butler-Mayes):
 - i. In the process of re-conceptualizing where and how advising fits into Orientation. Area Meetings are spent covering a lot of universal, general content, which is perhaps not the best use of that time with students. Julia and group are interested in finding a new method for disseminating this general, universal information (re core, Athena, credit hour explanations, etc). At this point, Area Meeting time remains in the schedule and colleges can choose how to use the time. Please feel free to share feedback and ideas with Julia.
 - 1. Justin Burnley: Could the general information be in a format similar to existing Bulletin Worksheet?
 - 2. Fiona Liken: The Bulletin Worksheet is listed on the Orientation checklist students receive. The goal was to drive students to the UGA Bulletin. They've observed an enthusiastic student response as students are eager to begin planning. Discussion about using Degree Works in a similar way so students can familiarize themselves with the tool.
 - 3. Julia Butler-Mayes: The Sage intake form might be a place to refer students to Degree Works. Perhaps an ad hoc committee could discuss this.
 - 4. Bulletin Worksheet for Transfer Students? Fiona said it could be added to their checklist if it's not already.

5. Other important information could be added to Orientation checklist, which students perceive to be mandatory and seem to take seriously.
 - ii. Ashley Whitten has joined the Academic Advising Services team. She will support advising services and Sage, and will be able to help with other AACC-related efforts. Ashley will come to January AACC meeting.
- c) Updates from the Group:
- i. Robyn Malone introduced Leslie Standridge who will be the new undergraduate advisor for pre-pharmacy and pharmaceutical sciences. Robyn Malone is retiring.
 - ii. Spring graduation application issues. Fiona will follow up. Matt requested clarifying text on that screen.
 - iii. Student situation: Student applied to graduate, didn't meet requirements and didn't graduate and needs to have the graduation term moved to subsequent semester. Advisors do need to contact Registrar to make that change.
 - iv. T&D revamped their Supervisory Excellence course, now Supervisory Fundamentals. Request from Greg Kline for this training for advising groups. Greg will send out interest email.
 - v. Fiona Liken: List of approved courses and programs, to be passed around and emailed.
 - vi. Minors issue fixed in Degree Works.
 - vii. Observed Increase in students requesting exceptions (to be cleared to register without advising appointment, etc)
 - viii. Sage: Sage team ready to put Sage on UGA app. EITS handling Issues with time zone and sage mobile
 - ix. Athena issue this week: Language was added to Athena to let students know about functionality issues. Fiona Liken/Registrar and EITS communication and protocols moving forward via public facing communication AND AACC-specific communication. Julia added several Registrar representatives to Advise-Connect so they can directly communicate with advising community at large. Concerns about equity as some students could register and others couldn't.
 - x. Note that if you schedule courses in Banner 9, you might have noticed some slowness on pages like SSASECT. Try different web browsers to improve your speed; Banner 9 moves more swiftly in some browsers than others.
 - xi. Approving courses for University requirements (example: Cultural Diversity): Instead of advising office using Force Complete Degree Works exception, requests should be sent to Degree Works team/Julia Grubbs Estep so that the approved change is permanent and reflected on transcript. Julia Butler-Mayes will send email about this process.

Adjournment. Meeting adjourned at 11:26.

The next AACC meeting is 10-11:30, Friday, January 25 (CED Main Office Conference Room [112 Jackson Street Building])