

January 25 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.

Members present: Heather Smith, Kelly King, Rose Tahash, Mike Merva, John Lauckner, Jennifer Eberhart, Ellen Pauloski, Blake Dye, Liz Petty, Amber Juncker, Laurie Zielinski, Laura Clark, Diana Beckett, Greg Kline, Whitney Jones, Heather McEachern, Paul Welch, Glada Horvat, Misha Boyd, Leslie Standridge, Justin Burnley, Melissa Garber, Julia Butler-Mayes, Alton Standifer, Beth Rector, Diane Miller, Steven Honea, Heather McEachern, Matt Head

- i. The presentation of the minutes of the last meeting of the Council, their corrections, if any, and their adoption. Approved and seconded.
- ii. Reports of special committees and discussion thereof
 1. Reports of Special Committees
 - i. **Advising Student Athletes** (Matt Head for Will Lewis): *The mission of the AACC Advising Student-Athletes Committee is to enhance advising services provided to Student-Athletes at the University of Georgia by improving communication between UGA Academic Advisors, Athletic Counselors, and other Athletic representatives and to establish best practices for the academic advisement of UGA Student-Athletes.*
New accomplishments: New course offered in December through T&D, and it went well. Julia: athletic counselors are beginning to use Sage more robustly. Students should now have a Sage flag based on sport. Each counselor should be adding note about course and sport scheduling limitations or considerations.
 - ii. **Academic Advisor Award Selection** (Julia Butler-Mayes): Committee has met to discuss how nomination packets will be evaluated. Committee is finalizing a simple rubric that is based loosely on the NACADA rubric. Committee may continue to develop subsequent proposals and evaluation of process.
 - iii. **Communications** (Matt Head): Mission statement not developed, but the general purpose is to streamline communication, or rather communication avenues, through which information is transmitted from administration to advising managers and advisors, etc. We also want to

deal with the dual listserv question. Accomplishments: Upcoming meeting on Thursday, January 31st at 3 pm in 116 Memorial. All are invited. Creation of new listserv AACCVoting which includes AACC voting members only. Any voting member can post to it. Postings should be more announcements than discussion. Ultimately, lists will be adjusted. Challenges: scheduling meetings.

- iv. **Community Service & Engagement** (Matt Head): *The community service and engagement subcommittee will provide resources for advisors who wish to engage with the campus and ACC communities through community service.* The subcommittee will coordinate some community service efforts and engagement opportunities for advisors on campus. Email about MLK Day of Service went out. Challenges: Participation. Invitation to participate. Next meeting is February 13th at 11 am in 327 Brooks Hall.
- v. **Mentoring** (Ellen Pauloski): *The mission of the AACC Mentoring Subcommittee is to develop, implement, and evaluate a mentoring program for professional Academic Advisors at the University of Georgia.* Still in development phase, in the process of creating applications for mentors and mentees and articulating the pairing/matching process, as well as developing guidelines and curriculum. By spring advisor workshop, hoping to have applications ready to go, as well as promotional materials. By end of summer, hoping to have orientation and training session. Developing evaluation tools, making plans to transfer leadership of group from AACC subcommittee. No particular challenges/speedbumps.
- vi. **Professional Development** (Mike): *The mission of the AACC Professional Development Committee is to enhance professional development of academic advising at the University of Georgia by increasing communication and connections across schools/colleges/divisions, furthering advisors' knowledge of matters related to academic advising, and aiding advisors in their desire for advancement and/or promotion.*
 - i. **Brown Bag:** This semester's brown bags involve student panels with special populations. The most recent panel was about religious diversity. It was very interesting but had low participation. Open to feedback about timing/location. Upcoming: international students and LGBTQ students. Please send topic suggestions to Mike Merva. Open call for chair of this committee, as Elizabeth Fuller will be stepping down. This committee will likely discontinue if no one takes over.
 - ii. **Advising Certificate:** There are many courses offered through T&D, and the first capstone project is projected to be completed this semester. Let Shannon Perry know if you have things you'd like to know about class feedback. Looking at revamping ACAA

- curriculum for more flexibility so people teaching the core classes don't have to do that so often. Comments are welcome!
- iii. Workshop: Cindy has stepped down as chair, and Mike is new chair. Plans for spring workshop: Roll-out of mentoring program, NISTS presentation. Upcoming meeting not yet scheduled. Any suggestions can go to Mike.
 - iv. Advisor Training: Purpose: to develop campus-wide advisor training to standardize advisor onboarding. Group has articulated student learning and advisor outcomes, now ready to develop online training modules. Met with CTL for best practices in adult learning. The advisor training committee will divide focus. One group will work on a campus-wide advising syllabus, and the other to be develop an introductory training module to serve as an example, with the hope that advanced certificate students create additional modules to be shared widely.
 - vii. Transfer: Mission statement forthcoming. Sub-committee had mission statement workshop in December and final version will be approved at upcoming January 30th meeting. Chair developed survey to collect desired future projects. Other updates: transfer resources added to advising.uga.edu, online transfer evaluation process ongoing, president's task force report submitted, and Tau Sigma (national honor society for transfer students) will be inviting eligible students this month, membership dues have decreased, and induction will be later this spring.
- iii. Reports of the Chair: None.
 - 1. Unfinished business: None.
 - iv. New business
 - 1. Office of Institutional Research – Paul Klute and colleagues Andrew, Julie, Will
 - i. Sage and link to tableau: must be copy & pasted, OIR working to develop active directory and currently populating, giving Julia and Ashley access to that, which should help with permissions issues.
 - i. Tableau: Matt had asked for GPA trends, trajectory over time. Paul shared sneak peek (not yet live), showing academic timeline with term GPA and hours attempted and earned, percent earned, academic standing, and term GPA change. Additional fields and graphics can be added, if you have ideas/requests, send to Matt.
 - ii. Working with EITS to pull information from Sage: How many times did student meet with advisor, meeting notes, Holland scores, and all notes in one view. Privacy will be considered. Behavioral data might make sense in future iteration (ex: extra-curricular participation)
 - iii. Current flow is from Sage to Tableau, but this could be flipped where advisor starts in Tableau before going to Sage. Sage overview tiles could be removed eventually. Acknowledgement that data coming out of Sage isn't great, there's no direct feed. Future considerations: frequency of updates. Sage doesn't support real-time.

- iv. Question from Paul: Should we continue to work with this? What would be good to have? What data resources are needed?
 - i. Question: ability to first open tableau and from there, into Sage? Advisors could choose where to start? Yes.
Comment: I think advisors would begin in Sage and go into Tableau.
 - ii. Comment: I can see it being useful both ways. Advisors who work with special populations might find it useful to start in Tableau.
 - iii. Paul: There could eventually be more transactional information, ex: what is the last course a student dropped, or how did a schedule change during drop/add. This data could be displayed real time in Tableau but not in Sage.
 - iv. Question: Will Tableau link straight to student profile?
Those details aren't yet sorted out. It may be that 81# would need to be entered in both places, and unsure about the auto log out process. Tableau will not auto log-out. Pass-through process will need to be explored.
 - v. Question: Could schedule and notes be added to Tableau?
No. Search criteria can be entered, but no data input here. It's simply a display tool. Can calendar be added? If it can be grabbed from Sage, which can't currently be done.
 - vi. Question: Can information be copied & pasted from Tableau?
No, but user could export to excel.
 - vii. Question: Link directly to student's record in Degree Works or Athena from Tableau?
Maybe, will need to work on those pass-throughs.
 - viii. Question: How should input be communicated to OIR?
Paul and others will attend monthly AACC meeting discussions or send individual thoughts to Matt Head.
 - ix. Question: What is the timeline on this?
This project will never be complete because modifications will always be needed. Version 1 could be available this term and Version 2 sometime this fall, and so on.
 - x. Question: Is there a major change field?
It had been added and removed, but we do have that information and could display it. Would be useful to pull that out separately. Lots of display options: list, timeline. We'll get back to you.
 - xi. Question: could we have screen shot of this display? Yes. (see attached screenshots)
 - xii. Question: Do you have the ability to add various tabs along the top?
Yes, we are not limited to number of tabs, so could add tabs like major change information, daily, student appointments.
Currently a blank slate and continue to be reworked.

2. TRIO McNair Scholarship Program – Sherontae Maxwell and Dr. Mylene Culbreath

- i. TRIO: Six federally funded programs serving low income and first generation students, as well as students with disability. Program serves all disciplines (not just STEM). McNair serves 25 students: first generation and pell-eligible OR member of underrepresented group in graduate education. Application process at the end of sophomore year. Not currently flagged/tracked in Sage. See attached ppt.
 - 3. Director of Advising Services Updates:
 - i. The Provost 10 (hired in 2016) has 3 year anniversary on March 1, which complicates the new/professional advisor categories. Decided to submit them as professional advisors (versus new).
 - ii. Referrals to “dean’s office”: proposal to refer students to AACC contact rather than College Deans’ Offices. After talking with the Registrar’s Office, they will be sending students to the student’s advising office for the time being.
 - iii. Degree Works planner, drop-down menu of plans. ‘Edit’ option doesn’t allow you to drag courses from audit view but does allow an advisor to drag-and-drop courses from one of two lists—“still needed” or “courses.” To drag-and-drop from the lists, advisors can click on a slim, light-blue bar on the right side of the screen in audit view. This will reveal the lists of courses that can then be dragged and dropped into terms.
 - iv. EITS is actively working on pulling primary advisor relationship from Sage into Argos, which can be used to help sort data.
 - 4. Discussion:
 - i. Is it accurate that not everyone is using Degree Works planner? Yes. There is no requirement to use DW Planner, but please make sure advisors are using something which can be seen widely and includes points of student contact and notes (Sage, Plans or both). Reminder that messages sent in Sage are not recorded for other advisors to see. Notes are so critical.
 - ii. Exploratory Center: Will Lewis and Kristyn Lewis are out on leave. If there are any questions or referrals for Will, send to departmental account or to Jennifer Eberhart. Explore Hours are beginning Monday, information available on website. More helpful if students refer themselves rather than advisor submitting referral. Students can also email or walk-in for Explore Hours.
 - iii. Intended Grady and Intended Terry honors students should contact Honors advisors.
 - v. Adjournment: Meeting adjourned at 11:28 am.

The next regular AACC meeting is 10-11:30, Friday, February 22 (CED Main Office Conference Room [112 Jackson Street Building])