

# AACC Special Meeting

Topic: Orientation

February 5, 2019, 1:00 pm

## Re-configured area meeting:

In reality, students are not using the browse time as intended. Question: Is there something better we can do?

- Leave it as it is, don't change anything
- Move 15 minute segment before area meeting and have huge presentation for all students re standard advising information
- Other ideas?

## Discussion:

- importance of having students being in the appropriate area meeting for their interests
- Majors fair: with College representatives tabling, possibly during registration time
- Resource Fair: the challenge is the volume of non-academic participating tables, so student focus is detracted from colleges.
- it would be great if we had 15-30 minutes to allow time to get back to our offices/rooms. Particularly for smaller colleges with coverage and transportation issues. Browse would be better before area meeting, so students know where to go.
- Could Colleges be in one area with others in a different space? Allowing time for browsing all/both.
- general information session with a presentation explaining processes sometime before an area meeting to streamline information and provide additional time for questions
- Members in support of Majors Fair in place of resource or a modified resources fair that separates majors out during registration.
- Alton indicated that it is possible for academic tables to be separated out and identified at resource fair
- Show of hands for additional area meeting time? All/most hands.
- Option to leave area meetings alone and everyone does them how they think they should be done. In a follow-up survey, we could ask "what is a credit hour?" "Do you know how to use degree works?" types of questions to identify things students do and do not know. We could decide as a group whether or not an orientation module should be developed around those topics.

## Discussion around the following model:

- Resource Fair, more of a Major focus and separation during check in
- Expanded time for area meetings used as desired by colleges
- Follow-up survey about standard knowledge to identify gaps

- Orientation/Admissions does not provide specific information about credit hours, majors but does communicate information and training around Athena/registration information. Definitions and explanations are things that Orientation could put in the mobile app in the glossary of terms or one-page form we could attach to area meeting session information, or in the resources section.

In summary, general interest is in a majors fair with colleges separated, adding time to area meeting that colleges use however they see fit, and adding some terminology/modules/resources in sage templates or another location. The AACC executive committee will be requesting additional feedback for review, and a poll has been sent out about possibly reviving the orientation subcommittee to continue the discussion on this and other topics.

## Sage Notes Templates for Orientation:

Notes templates in Sage. When meeting type is Orientation, notes would be pre-filled with questions/prompts

Please give your feedback on the current list of questions and/or propose additional questions in the provided Google doc.

## Orientation Intake Form

What unit-specific questions would you like to add? Please note if the questions apply to first year, transfer or both

Current questions for first years:

- Name, ID, Email
- AP Tests, IB Tests, SAT II, UGA placement tests
- Dual enrollment
- Do you plan to change your major (if so, to what?)
- Anything else they'd like us to know about their academic or career plans.

Current questions for transfers:

Name, ID, Email

- Courses that may have not yet transferred to UGA
- Do you plan to change your major (if so, to what?)
- Anything else you would like us to know about their academic or career plans.

General Orientation Intake Survey for First-Years example:

[https://ugeorgia.ca1.qualtrics.com/jfe/form/SV\\_7R78cDzGMpkqFlp](https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_7R78cDzGMpkqFlp)

General Orientation Intake Survey for Transfers example:

[https://ugeorgia.ca1.qualtrics.com/jfe/form/SV\\_5A2Av00E51cDjxz](https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_5A2Av00E51cDjxz)

Discussion:

- request to add language about adding a major vs just change of major, and add language about pre-professional programs
- request to add areas of emphasis
- Could be populated in Sage for advisor use eventually
- Not particularly useful if it's delivered in another download, when units already receive so much information via downloads. If it's already in sage, that's incredibly useful.
- Request for language for dual enrollment students, asking if they sent transcripts from college, because many think their high school handled that
- Orientation/Admissions is growing more conscious about number of emails students receive, and wanting to collaborate and streamline one-off emails from various units. Questions: Would you see something like this providing the same information as Holland inventory (purposeful major choice). Is this a better fit than the Holland inventory? How many are using Holland inventory data? How many of you are sending information to students before orientation?
  - Responses indicate that many units are not using Holland Inventory, and that this intake form contains more useful information. Many units are sending pre-orientation information via email. An option exists to continue to allow students to take the inventory if they have an interest or express uncertainty about their major decision.
  - Intake form could be part of orientation checklist, and/or be available on Sage tableau.
  - Orientation checklist is available on website.

## International Orientation Appointment Scheduling

Challenges exist when international students come to orientation and receive inconsistent or incorrect advising times. More time to deal with holds prior to advising would help.

Discussion:

- There was a change this past summer in the appointment letter process. Colleges weren't supposed to email our own appointments and someone else gave appointment letters with incorrect information. We'd like to contact students ourselves or have them brought to us.
- It would be helpful if international students could receive specific help navigating UGA Athena holds before advising, or at the very least before registration
- Students completed pre-orientation modules through the online orientation portal, and were advised on the first day. Meeting with OIE needs to happen before academic advising. The location piece was a communication mishap, which Orientation can address in future.

## Registration Assistance at Orientation

Proposed dual approach:

- Schools/units might consider booking and staffing a space for registration assistance in their own spaces.
- Send around a sign-up sheet for central registration support at MLC
- Other ideas?

Discussion:

- Continue having registration at MLC but section off intended business students, staff appropriately so that there is always specialized intended business support
- Orientation leaders and assistants only handle surface level pieces, not advising information. There is a service delivery piece- that students leave with a schedule.
- Questions: Whose responsibility is registration assistance? Are some students being better served than others?

Resolution: Tabled as an AACC topic for now. Units can provide advising assistance at registration as they see fit.

## Transfer Credit Evaluation Tool

Julia: Still hopeful to add as many schools/colleges that want to be added for summer 2019 transfer orientation sessions. If you are not currently participating and want to be, please let us know.

#1 recommendation from President's Task Force was the creation of a University-level position to support transfer process from start to finish, and that has been approved. Judy Iakovou is appointed interim transfer coordinator, and she'll be working closely with Julia and others. Position will be reposted in 12-18 months. A formal announcement will be going out at the conclusion of the Provost search. Judy will attend March AACC meeting to discuss.

## Orientation Follow-up Survey

Original intent was to survey students pre- and post- orientation to assess whether they know what an advisor is and does. Should we revise? What questions should be added about orientation, area meetings, modules, and/or intake forms? Please share through the provided Google Doc.