

April 19 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: Diana Beckett, Maggie Blanton, Misha Boyd, Beate Brunow, Justin Burnley, Julia Butler-Mayes, Will Chappelle, Laura Clark, Julie Davis, Jennifer Eberhart, Jason Emond, Melissa Garber, Steven Honea, Judy Iakovou, Whitney Jones, Amber Juncker, Sara Kessler, Mary Formo for Kelly King, Greg Kline, Will Lewis, Mike Merva, Diane Miller, Bethany Mills, Naomi Norman, Ellen Pauloski, Liz Petty, Beth Rector, Cara Simmons, Heather Smith, Leslie Standridge, Kay Stanton, Rose Tahash, Andrew Westbrook, Laurie Zielinski, Ashley Whitten

- I. The presentation of the minutes of the last meeting of the council, their corrections, if any, and their adoption
 - a. Presented meeting minutes from March 22, 2019, Whitney adopted motion to approve, Greg seconded.
- II. Reports of special committees and discussion thereof
 - a. **Advising Student-Athletes** (Will Lewis): Planning for Orientation: 63 student athletes expected, many arriving on June 3, primarily in-state student athletes. Out of state will likely arrive July 5. Engineering, Exploratory Center, Franklin, and CAES are the primary colleges for these students. May 30th is the next T&D course, located at Rankin-Smith. Orientation advising guide forthcoming. May 6th: NACADA NCAA Advisory Board 'Munch & Learn', a 30 minute free webcast on the topic transitioning out of sport. Some turnover in Rankin among counselors and administration. Contact Will Lewis with any questions or information to share.
 - b. **Advisor Award Selection** (Julia Butler-Mayes): Committee met after conclusion of awards process to review feedback from selection committee, plan to incorporate changes for next cycle. Considering additional ways to recognize good advising work at Provost's Summer Celebration.
 - c. **Communication** (Whitney Jones):
 - i. Listservs: Retiring ACADEME in summer 2019. Moving forward, Communications Committee will act as moderators for ADVISECONNECT where they will define tags/themes before disseminating information through the listserv. Many updates and reminders about the changes will be sent out.

- ii. a central repository for listserv content exists in UGA's listserv site. User can search for content by keyword or by time period.
 - iii. Considering potential forms of communication outside listservs: recommend Slack messaging system, potentially adding a channel for advising coordinators, use Qualtrics data to create advising point person group if different from advising coordinators, specific sub-channels or groups could be created. Open to suggestions.
- d. **Community Service and Engagement** (Matt Head): No updates.
- e. **Mentoring** (Ellen Pauloski): Final preparations underway for launch presentation at Spring Advisor Workshop.
- f. **Orientation** (Rose Tahash): Recent committee meeting with Alton Standifer. Moving forward with Majors Fair for academic units only in conjunction with Resource Fair. Also discussed international orientation advising dates. Please respond to Rose about Majors Fair.
- g. **Professional Development** (Mike Merva):
 - i. Advising Certificate: Revamping assessments for all courses, working on flexibility of scheduling, will have table at upcoming Advisor Workshop
 - ii. Brown Bags: Wrapped up Diversity Panel and Communication this spring. No chair for future.
 - iii. Training: No progress on training modules yet but plans for this summer. Advising Syllabus committee did meet and developed part one of syllabus with plans to complete part two by orientation advising.
 - iv. Workshop: Finalizing details for upcoming workshop. Ashley requested information about special dietary needs for food at workshop.

III. Reports of the Chair

- a. UGA Policy Portal – central resource for finding University-level policies and procedures. <https://policies.uga.edu/>

IV. Unfinished Business

- a. Justin Burnley has accepted career consultant position in Career Center, beginning in June.

V. New Business

- a. **Voting for Executive Committee positions.**
 - i. New Chair: Melissa Garber
 - ii. New Large College Representative: Will Lewis
 - iii. New Small College Representative: Ellen Pauloski
- b. **Freshman College** (Maggie Blanton): Numbers have increased to around 300 students. Housed in Russell Hall this summer. 'Beyond Classes', Tutoring, and Coaching taking place in that space, as well. Five new disciplinary courses will be offered. Same block scheduling, with UNIV courses in morning and disciplinary courses in the afternoon. Advising and registration will be the same as last year but no PODs placed this summer. 34 scholarship spots: 'Early Start for Early Success.' Early Start Day in late May, which is a preparation day to learn about resources and complete FAFSA. Participants enter pathway into scholars programs. DAE piloting a Presentation Collaboratory (name

pending) located in ARC where students can practice presentations, staffed by graduate student.

- c. **Update on the Work of the First-Year Experience Council** (Naomi Norman): Purpose is to make it easier for first year students and their parents to discover resources and programs on campus. Council divided into three working groups:
 - i. Student Learning Outcomes for first year experience
 - ii. Inventory of first year resources/activities to inform new website where these resources will be housed and divided into themes/buckets. Located on welcome.uga.edu. Dr. Norman will share and request feedback.
 - iii. Communication: Rather than deluging students with one-off emails, developing more intentional waves of emails which aggregate data
- d. **Proposal for Short Fall & Short Spring Semester** (Naomi Norman): Purpose is to create an opportunity for students to recoup credit hours lost from withdrawal through the late-add of pre-selected online course options. Students will be encouraged to speak with advisor about decision to withdraw and option to enroll in short semester course. Courses will only appear at a certain point in the semester. Proposal will be piloted with a few carefully chosen core courses proven to be successful online. Students would not be permitted to withdraw from online short semester course and readiness for online short term option would be part of advisor's conversation with student. Please send Dr. Norman questions and comments. Discussion:
 - i. Only students who are enrolled in 12 hours, and who withdraw down to 9 hours are eligible to participate in this short semester option.
 - ii. Would you consider an appeals process for graduating students who might need additional hours in their last semester? Yes, need to consider. Could be similar process to completion grants, which are funneled through advisor recommendations.
 - iii. Consider adding POLS/HIST course for those who take and fail the exam for graduation requirements.
 - iv. Consider adding language to website/promotional information to include self-assessment about readiness for online courses
 - v. How widely advertised? No huge push during this pilot semester, but rather, slowly roll out with limited options. Make widely known to advisors but not to students.
 - vi. Might this promote withdrawals? The failsafe here is that the online options are only core courses. Target audience is students within first couple of years, who are making progress on core. Dr. Norman invites additional questions/comments about this target audience and how it might expand.
 - vii. Registration would open in Week 4 and remain open for one week to encourage forethought about withdrawal and avoid kneejerk withdrawal response.
 - viii. Dr. Norman has been working with BIOL and CHEM division/department: Beginning in Fall 2020, CHEM will no longer be pre-requisite for BIOL. Biology is changing syllabi, as is CHEM department, to include changes in exam dates (not to fall at withdrawal deadline). Dr. Norman has been meeting with Science Working Group for over a year to discuss these issues.

- e. **Find Nearby Minors/Certificates** (Matt Head): Presentation of Matt's program where he can input student's courses and see minors/certificates a student might be close to (or have completed). Matt offers for advisors to share student information, and he'll run report. Matt will send additional information in late May. Discussion of request that Bulletin information about certificates be displayed like minors. Discussion about highlighting minors/certificates at Fall Majors Fair.
- f. **Updates from the Coordinator for Transfer Student Services** (Judy Iakovou): Transfer Playbook Assessment results showed that uncertainty about UGA Administration's view of transfer students, and that we are not a transfer receptive culture. AACC membership voted to absorb AACC Transfer Committee into larger Transfer Advisory Group (TAG). Updates on TAG: President's Transfer Working Group felt that UGA lacks cohesive communication about offered programs/activities and as a result, may be duplicating efforts. TAG will be made up of faculty, student-facing units, all the AACC Transfer Committee members, Admissions, and others who have some touchpoint with transfers. First meeting is May 2. TAG may divide into subcommittees eventually. Initial goals include developing more powerful messaging, consolidating emails, incorporating social media, and print materials. May 2 agenda: establish mission and brainstorm what we'd like to accomplish by working together. The TAG will review playbook assessment data as baseline, to raise awareness about what we are doing to support transfers, to include debunking some transfer student myths (GPA, graduation rate, and time to degree), as well as support transfer student social integration.
- g. **Updates from the Office of Academic Advising Services** (Julia Butler-Mayes):
 - i. Sage User Group: voted to continue meeting. Should group be stand-alone or be affiliated with AACC as sub-committee? Possibility of aligning meeting with AACC meetings. Reminder that group is open for participation. Please share thoughts and questions with Julia.
 - ii. Orientation Sage Notes Template: Live in Sage now. Shared template handout for review. When notes field is opened, these prompts display. Advisors will have the option to use, as this is not required. Please send suggested edits. Feedback welcome.
 - iii. Experiential Learning: Shared updates via handout
 - iv. Shared materials/resources: Julia and Ashley are collecting and categorizing advising-related documents, tools, resources (training documents, interview questions/processes, process flowcharts, professional development materials, major-specific templates, out-of-office templates). If you have concerns about shared documents being shared widely, please let Julia know. Contact Julia or Ashley with any other resources and any ideas for how to best share these resources among advising groups.
 - v. Plans for Director visits with each advising unit to share updates, follow-ups and provide space for conversation/discussion. Ashley will reach out soon to schedule for summer visits.
 - vi. Intake survey: First year and transfer surveys, along with Holland Inventory are in final versions, and sent to Alton to update pre-orientation checklist. Finalized processes with registrar, EITS, and Sage. Uploads of this information should

occur 24-48 hours after student submission. Survey includes a space for students to input orientation session date. Planning to give Coordinators access to Qualtrics so information can be viewed/sorted as needed.

- vii. Kudos now available in Sage for positive reinforcements to students like “Thank you for asking” “Good job on making Dean’s List”, etc. Ashley Whitten will send out compilation of updates over the past year.

VI. Adjournment 11:13 am

The next regular AACC meeting will be announced in the fall.

Subcommittee Reporting Template

- Remind the group what the full name and purpose of your sub-committee is.
- Update the group on anything new that your group has accomplished/scheduled/completed since you last reported.
- Share your current and up-coming projects and/or how close you are to completing your goal(s).
- Share any challenges or speedbumps you have encountered.
- Feel free to bring any decisions to the larger group that you think should be made at that level.