

Academic Advising Coordinating Council

Meeting Agenda

Friday, January 19, 2018

10:00 AM ▪ Peabody Board Room

I. Welcome and Introductions

Mike opened the meeting at 10:04am.

In attendance: Amber Wilkerson, Beth Rector, Blake Dye, Caroline Piotrowski, Diane Miller, Glada Horvat, Greg Kline, Heather McEachern, Heather Smith, Jennifer Eberhart, Jennifer Patrick, Judy Iakovou, Julia Butler-Mayes, Julie Cook, Justin Burnley, Katelyn Kivett, Laura Clark, Maggie Blanton, Matt Head, Melissa Garber, Mike Merva, Misha Boyd, Naomi Norman, Nyerere Tryman, Paul Welch, Rose Tahash, Steven Honea, Sharon Shannon, Trelle Turner, Will Lewis

II. Reports of Committees

- a. Advising Student-Athletes (Will Lewis)
 - i. Working on Advising Student Athletes class for CAA. Class use to be taught by athletic counselors, but class is being revamped with advisor needs in mind. Will be a joint effort by both Athletics and advisors.
- b. Advisor Award (Judy Iakovou)
 - i. Student nominations for award committee inclusion beginning to come in. Judy has contacted colleges who still need to nominate someone. Judy encourages colleges to nominate students to serve on the advising awards committee for the sake of wide-spread college representation.
- c. Assessment & Policies (Melissa Garber)
 - i. Will be putting together survey results from fall 2017 soon. Mike will work on this. Julia and Justin volunteered to communicate with C of Ed folks regarding analysis. Surveys are closed, but colleges who want to keep doing the survey can let Mike know. He prefers there to be a contact person in each college that he can share the Qualtrics survey with. Mike asks the colleges to tell advisors not to put survey flag on in SAGE (unless they are doing the survey this semester). Need to set up meeting with Judy to discuss survey in general.
- d. Orientation (Mike/Merva and Jennifer Patrick)
 - i. Summer orientation schedule to be released next week. Following this, Jenny will send out a Doodle poll for AACC orientation subcommittee meeting days/times.
 - ii. Mike read an email from Alton with relevant announcements: The Sanford Drive bridge will be inoperable this summer, and Alton has ideas about how to help students get to appointments. He will share those ideas with the committee when they meet.
 - iii. Alton also wants feedback on the date in August to host International student orientation, and potential use of online orientation platform for area meetings for these students.

- e. Professional Development (Mike Merva):
 - i. Brown Bag: These will be back this semester, although not until at least March. In February, there will be one more Double Dawgs information session to set the record straight on the structure of DD programs (see below, item (a) under "Unfinished Business").
 - ii. Scholar Practitioner: The latest Advizine is out. Also, Ilya Winham has a letter to the editor in the latest NACADA journal.
 - iii. Advising Certificate: Will meet next Wednesday. Jenny and Amber want to find advisors who have found creative solutions to problems to participate in the Leadership class. Would like non-Franklin Advisors willing to present to the class.
 - iv. Workshop committee met yesterday. Assessment for fall 2017 workshop coming very soon. (Very) Tentative date for spring workshop is April 27th. Will move back to the Grand Hall in MLC. Mike will let everyone know when things are formalized. The working idea right now is for the first hour or so of spring workshop to be targeted to new advisors. Experienced advisors would not need to come until @10 am. Meeting agenda items may include: Start of a mentoring program, roundtables, speaker on building community, Ted Talk-type presentations from advisors.
- f. Transfer (Justin Burnley): No updates. Will have first meeting soon.

III. Reports of Chair

- a. Fall 2018 advising holds have been placed on student accounts.

IV. Unfinished Business:

- a. More Double Dawgs program structure information is forthcoming. Will go more in-depth to help advisors. More about how programs are set up, and discussion of financial implications, and how DD benefits students financially. Curriculum systems will present. Judy will let us know the date, it should be fairly soon.
- b. Career Ladder: Naomi reports that progress is being made. She feels confident that something will soon be forthcoming for AACC to review.
- c. New pre-law advisor: India Page. Her first day is February 5th. SAGE will be used to schedule her appointments, similar to how pre-health appointments are now scheduled. Hopefully she can do walk-ins as well.
- d. Pre-Health/law already in 130 Memorial. A bit of construction but should still be accessible to students. Front desk will serve all advisors/offices (pre-professional and EC). Pre-health advisors now see allied health, including pre-nursing and pre-PA.
- e. EC hopefully will hopefully move on January 31st. They are waiting for cores for locks. They are seeing students for appointments in Caldwell this week and next week, then will take time off for move. Will begin Explore hours after move.
- f. Judy plans to resume work on online training materials for new advisors, with the hope of having it out by late spring. Judy would love to have someone take it over, as she must spend a lot of time at USG meetings.
- g. UGA now has a grant for first generation students Judy is managing.

V. New Business

- a. DAE now has ability to resolve SAGE tutoring/CARE/Academic coaching referrals so advisors can see if students follow up with them. (There was discussion of the pre-professional office adopting this model as well.)
- b. Naomi asks:
 - i. Which colleges have advisors working with transfers?
 - 1. Answer:
 - a. Franklin
 - b. Grady
 - c. Forestry
 - d. FACS
 - e. (Not stated in meeting, but Education and the EC also have people who work specifically with transfers.)
 - ii. Naomi intends to come to AACC meetings from now on to continue to hear from advisors about what they need / would like to see in the future.
- c. Question on new policy for majors/minors: Where does programming stand in Registrar's Office? DW programming? How do we make the audit look right?
 - i. Julia on the DW team said we had to force complete with notes. Matt waives requirements in major so classes fall into the minor. Not a lot of space for notes. The Registrar runs force complete reports, and should be informed if we need to do a lot of force-completes. Advisor should be careful with force completes if course is still in progress.
 - ii. Greg says the registrar is working on getting sharing fixed with long-term goal of minors having own audit.
 - iii. Who should be doing the waivers, minor or major advisors?
 - iv. Registrar's Office will follow up with Julia to find out how to handle the audits, and what people should be doing in the meantime. We look forward to a clear communication regarding how they want us to do it now, and how they hope it will look in the future.
 - v. Will students get communication that policy has changed? Matt already sent something out to forestry students. Naomi says safe option is to wait until technology is in place. For right now, work on case-by-case basis with individual students.
- d. BIOL 1107+L and CHEM 1211+L became co-requisites in the fall, although there is a small error in the programming that causes students to need an override to register for both. Still not recommended by Biology department that students do that unless situation warrants. There was no communication about this to all advisors, which is problematic. Ideas for how to address the larger problem:
 - i. AACC needs to know changes made to Bulletin and through CAPA. Can we get a list from CAPA? Dashboard? Repository on a website? Authoritative resource where we can all go? It would be great to have a list of every page that changed on the Bulletin.
 - ii. Is there a technological solution to the problem where anyone who has that course in their program of study gets an automatic notification if something

changes? Banner has a report of whether or not a course is in the core. If only could let us know core changes, it would be very helpful.

- iii. Can we have AACC curriculum updates every AACC session? Amber will ask Fiona. These would include things like co-requisite changes, Bulletin changes, etc.
- iv. Is it possible for someone from AACC to be on the Curriculum Committee? Matt made the point that each school does have a representative on the committee. Melissa feels it would still be beneficial to have an advisor on the committee as faculty does not always see things from the advising angle.

VI. Adjournment: 10:54am