

Meeting Notes

Friday, February 16, 2018

10:00 AM ▪ Peabody Board Room

I. Welcome and Introductions

In attendance: Mike Merva, Glada Horvat, Fiona Liken, Caroline Piotrowski, Kaitlyn Kivett, Matthew Head, Will Lewis, Jennifer Eberhart, Diana Beckett, Justin Burnley, Liz Petty, Paree Shedd, Maggie Blanton, Steven Honea, Jennifer Patrick, Jason Emond, Cara Simmons, Heather McEachern, Julie Cook, Melissa Garber, Beth Rector, Diane Miller, Paul Welch, Rose Tahash, Kelly King, Julia Butler-Mayes, Sarah Kessler, Kali DeWald

II. EITS – Archpass Presentation, Lance Peiper, EITS Information Security

USG mandate to employ two-factor protection for sensitive data: Athena, eLC and Employee self-service (W2, paychecks, payroll information), iPaws. Approximately 20,000 enrolled as of this week.

ArchPass Duo involves a two-step login process:

- Enter UGA MyID and password
- Verify your identity with the Duo mobile app (push notifications on phone, tablet or apple watch), a text message, or a phone call to your duo-enrolled device.
- Best practice is to have multiple devices registered, so you can choose the most convenient one when logging in.
- SMS text message option useful for locations with connectivity issues.
- Helpdesk can issue temporary (24 hours) code for situations where user doesn't have phone, locked out of office, etc.
- If user receives an authentication call and did not initiate log-in, push 9 or "deny." EITS collects and investigates this data.
- Duo account stays with employee if/when your position/department changes.
- Eventually VPN will be phased out.
- Security questions will be removed from employee self-service.

There will be an option to "remember me for 7 days":

- Reduce number of times to verify with Duo
- Browser/Cookie-based
- MyID and password login (CAS) will still be required for each session
- Duo login will remain active between platforms. User will have to login with MyID and password for each system but shouldn't have to complete the second part of the two-factor log in again.

Timeline:

- March 12 – eLC & Employee Self-Service
- March 23 – Athena
- Later in 2018: OneSource PS Finance, OneUSG Benefits, OneUSG HCM/Payroll
- Summer Orientation students (summer and fall admits) will be exempt from using duo this summer up until August 3rd.

Enroll and manage devices, view tutorials and toolkit at

https://eits.uga.edu/access_and_security/infosec/tools/archpass/archpass_toolkit/

Supported devices: iphone, ipad, android, blackberry, windows phone, landlines, hardware token (free through September, \$20-25 at Bookstore thereafter, several hundred available, request from Help Desk)

Supervisors can send list of staff and ask EITS who has not yet signed up, so messaging can be targeted to those individuals.

Question: will this be required eventually for DegreeWorks and Sage?

Answer: Yes, likely.

III. Reports of Committees

- a. **Advising Student-Athletes** (Will Lewis): Will has talked with Amber and Shannon for T&D course approval. Meeting again March 9 to finalize. Course should be available soon.
 - i. Still working on finalizing planned OneNote or google doc containing information for support of athletes at UGA, breakdowns of each sport's season, things to know about those groups and contact information for counselors.
- b. **Advisor Award** (Judy Iakovou – not present): Melissa reported that the student group is meeting this afternoon to make advisor award selections.
- c. **Assessment & Policies** (Melissa Garber): Group met to discuss survey and its function. Plan is to survey new admits and continue to survey only this group for the next four years. Will meet again to discuss measurement content and design.
 - i. Mike added that the type of survey AACC has traditionally conducted (satisfaction-type surveys) will be at the discretion and managed by individual departments/units. Moving forward, AACC in conjunction with Judy's office will develop more formal assessment grounded in student learning outcomes.
- d. **Orientation** (Jennifer Patrick): Met Wednesday, February 14th (visited by Valentines Ninjas!) Alton presented the following Orientation issues.
 - i. Sanford Drive bridge will be closed due to construction this summer, impacting campus transit
 1. Admissions hires buses to route students and Alton asked for recommendations for best routes to advising locations

2. Admissions will be purchasing directional signs to advising locations. Advising groups will be asked to put out and take in signs each session.
 - ii. International Orientation: July 30-August 3. Orientation committee discussed how to best schedule area meeting and advising for this population.
 1. Due to travel logistics, international student check-in on Day 1 has a wide window.
 2. Online Orientation module option, perhaps particularly effective for this population who can take time with material and repeat as needed.
 3. Perhaps students could attend Day 1 area meeting with first year students.
 4. Perhaps advising can occur during the afternoon of Day 1
 - a. This proposal should work for larger colleges. Jenny requested feedback from smaller colleges who may experience difficulty staffing area meetings and advising. Send feedback to Jenny.
 - iii. Orientation Student Learning Outcomes
 1. Jenny proposed a campus-wide working group to consider and articulate student learning outcomes
 - a. Jenny and Mike (and other Franklin advisors) attended the NACADA Assessment Institute this month. Mike suggested that working group come from Assessment subcommittee, Judy's office, or separate entity. TBD at next assessment committee meeting.
 - b. Mike talked with Shannon about creating assessment T&D class for advanced certificate, more specifically aligning learning outcomes and mission statements, and mapping how students learn information during their time at the University, and ultimately assessing at the end of that process.
 - c. Jenny developed and shared initial draft of campus-wide student learning outcomes for Orientation Advising.
 - iv. Orientation Leaders will be introduced at upcoming University-wide Orientation presentation.
 - v. Caroline asked about Resource Fair. Alton indicated no big changes this year, so we assume there will be a resource fair.
 - vi. Alton requested student ambassadors to help orientation students navigate buses to advising locations. He prefers ambassadors because these students have been vetted and trained. This will be a paid position.
 - vii. Student orientation registration available May 3 for transfers and May 8 for first years.
- e. Professional Development (Mike Merva):**
- i. Brownbag: Wednesday, February 21. Double Dawgs. March brownbag on DAE's Academic Coaching. Date TBD.

- ii. Certificate Committee: Shannon Perry will chair starting this Summer. Currently working on the leadership class, to make sure it aligns with the Capstone project portfolio expectations when Career Ladder is launched.
- iii. Scholar practitioner: Ongoing
- iv. Workshop: Waiting to hear from Career Center about lunch. Moving forward with aforementioned date, April 27th.

f. Transfer (Justin Burnley):

- i. Greg Kline would like to get a group together to discuss graduation-related issues: retroactive graduation, general elective GXX course numbers, core-to-core and advising best practices. Interested participants can join. Let Justin know. (This is not necessarily a transfer-related group, although many of the issues discussed will be those transfers encounter.)
- ii. No meeting scheduled. Open call for someone else to schedule meetings and chair the transfer subcommittee.
- iii. Jennifer announced the hiring of a dedicated transfer advisor, Cindy Shulman who will meet with prospective or recent transfer students in any of the majors EC houses. Angie Romero-Shih will continue to see retention students and pre-business students. Cindy's explore advisor position is open.

IV. Reports of Chair: No updates at this time.

V. Unfinished Business

a. Curriculum updates procedure (Curriculum)

At the last AACC meeting, there was a discussion about communication of curriculum changes (including courses added to core, pre-requisite changes, and any significant changes to courses which impact many students (and advisors)).

Fiona referenced the Biology and Chemistry sequence change. The initial change was to list CHEM 1211 and BIOL 1107 as co-requisites but this was not widely communicated because that decision was in flux.

Fiona asked the group for feedback on communication from Curriculum.

Matt: Generally, we know what is happening in our own programs, but less often we know what is happening in core, pre-requisite changes specifically.

Heather: In Degree Works, when there is a change for Fall 18 program of study, but the student's matriculation term was Fall 16, is the DW audit updated and accurate?

Fiona: Changes are retroactively applied so should update. When new courses are approved, a core attribute is added, and course should apply regardless of catalog term, but will confirm. eCourse should apply wherever equivalent course applies. There are some eCourses that are not equivalent to their face-to-face courses, so that should be double-checked.

Matt: There is a process for setting up a “website watch” which could be applied to specific Bulletin pages, so that when changes are made, user is alerted.

Justin: Requested that notes about ENGL 1101 and 1102 policies be added to general education page on Bulletin.

VI. New Business

- a. Fiona: Typically, grades are due at 5:00 pm, which has been problematic when issues arise, as everyone has left campus. Grades will now be due at noon, allowing a buffer for outreach to faculty and staff.
- b. Reminder about Honors graduation changes.
- c. Steven Honea: the combined Honors undergrad and graduate programs are no longer in existence. These programs and students are now a part of Double Dawgs.
- d. Caroline: requested Sage flags for pre-health: Pre Med, PT, OT, Law, Allied Health (to include genetic counseling or undecided) and those have been added. Advisors please use. Referrals are being seen by pre-health advisors, notes will be made, referral flags will be cleared.
- e. Paul: Financial aid questions about Double Dawgs. Fiona reports that rep from OSFA will be present at upcoming Double Dawgs Brownbag.
- f. Rose: Could advisors receive DRC accommodation notification? No, due to HIPPA. We were told SAGE could probably have a priority registration attribute, but there has been no movement on that. Mike will email Sydney. DRC could encourage students to disclose to advisors, in addition to faculty. Could DRC come talk to AACC or perhaps this would be a useful Brownbag topic? Similar discussion over Student Care & Outreach as one-way communication: advisors don't hear if their students are experiencing hardship, and there are cases where this information would be helpful.

VII. Adjournment