

Academic Advising Coordinating Council

Meeting Minutes

Friday, August 18, 2017

10:00 AM ▪ Peabody Board Room

Mike Merva called the meeting to order at 10:00 am.

I. Welcome and Introductions

In attendance: Mike Merva, Christie Sanders, Nyerere Tryman, Julie Cook, Heather Smith, Steven Honea, Justin Burnley, Will Lewis, Beth Rector, Diane Miller, Donna Mitchell, Kelly King, Gabriel J. Jiménez-Fuentes, Sharon Shannon, Jennifer Patrick, Maggie Blanton, Greg Kline, Mathew Head, Katelyn Kivett, Kali DeWald, Rose Tahash, Jennifer Eberhart, Laura Clark, Cara Simmons, Heather McEachern, Paul Welch, Trelle Turner, Fiona Liken, Tracy Coley, Liz Petty Donna Mitchell, Katherine Field

II. Majors Fair + Double Dawgs (Tracy Coley & Fiona Liken)

Discovery Showcase Majors Fair: September 12 &13, 11am-1 pm. Day 1 for majors. Day 2 for minors, certificates, Double Dawgs. There will be more space this year, using entire Tate concourse and atrium. Online registration will be available.

Tracy requests feedback: Email tcoley@uga.edu or ovpi@uga.edu

Comment: For Colleges with only one staff representative, the areas of interest groupings were problematic. Rose, for example, was unable to be present at each of the tables.

Response: It has been rearranged this year, so majors only appear in one grouping.

Comment: The table arrangements were too close last year.

Response: Yes, we will add more tables for higher populated programs.

Question: Should Colleges provide own signage or will there be a standard sign provided?

Response: Standard signs will be provided according to area of interest. Please limit individual materials to on-table materials.

Question: How will this event be advertised to students?

Response: Direct emails to students, Marketing & Communications/Social Media, Career Center/Social Media. Tracy will share graphics/materials to be shared with students.

Double Dawgs:

Background: Approved policy allowing students to use 12 hours of graduate coursework in both undergraduate and graduate programs of study. Departments submitted proposed pathways online. Proposals include information about pathways, a sample program of study for years 1-5, and admissions information to pathway and to graduate program.

Proposals are being reviewed. Next steps: Proposals will be sent to appropriate contacts for corrections, then routed to department heads, deans, grad school and then administratively approved. So far, of 114, about 40 look ready.

Website: Doubledawgs.uga.edu

Each pathway has designated an undergraduate and graduate advisor, with one as primary point of contact.

Website contains alphabetical list of available programs. Students can submit an interest form, which is directed to program contact. These submissions are tracked by Curriculum Systems to determine which programs are generating interest. Feature: A keyword search tool which generates a listing of all related programs.

FAQ in progress and should be live today. Advisor questions will be communicated elsewhere so as not to confuse students.

Financial Aid questions: OSFA has created info page for Double Dawgs programs. Always refer financial aid questions to OSFA.

Question: Is there an option to participate in a Double Dawgs program even when there is not an existing pathway?

Response: Yes, submit proposal for desired program of study. On Double Dawgs website, click the "Programs" tab and find, "Don't see what you're looking for? Suggest a pathway" *(At time of minutes being sent out, this option appears to have been removed.)*

Follow up Question: If advisor gets this question, what should they do?

Response: Direct them to website/email to suggest new pathway. This question/response will be added to FAQ.

Question: Can pathway contact person be changed?

Response: Yes. Email to change.

Question: Is this program for new students?

Response: This is for all students. It varies though, some students need to identify interest early on in order to make it work, while others could enter pathway later. Refer to admissions requirements to determine feasibility.

Question: Is it still a Double Dawgs program if a student takes 6 years to complete instead of 5?

Response: Officially, 5 year program, but you can have dual degree programs (still Double Dawgs) that can be completed in 6.

Question: A junior or transfer student would need to finish in 3 years? Or do they need to take the full 5?

Response: The program is designed as a benefit to students, so if it's a good fit, they should take advantage.

Question: How are degrees awarded, particularly for a student who begins but doesn't complete the pathway?

Response: The student will be awarded undergraduate and graduate degrees separately. Unfinished graduate courses would still count for undergrad degree if grad degree wasn't completed.

Question: Graduation term: Should the student postpone undergrad degree graduation until master's is finished?

Response: No, they should not wait. They should apply to graduate as they normally would. Four-year graduation statistics are very important so it's not desirable to delay completion of the undergraduate degree.

Question: Can a student be simultaneously enrolled as undergraduate and graduate student?

Response: Not for most students. There are certain cases where a student is able to complete both the undergrad and graduate degrees in four years (Steven Honea noted that this is the basis for the Honors combined Bachelor's/Master's Program). Most students will be enrolled as an undergraduate for years 1-4 and a graduate student in year 5.

Question: Example: A student took grad-level courses because s/he intended to pursue Double Dawgs, but then decided not to attend graduate school, and student's college used the grad courses towards a minor. In the past, students were told they couldn't use those grad courses (turned minor) towards future graduate school program. Will that remain the case?

Response: That is a question for the Graduate School. [Other AACC members indicated that they believe this information was still accurate.]

Question: How do graduate certificates play into this?

Response: They don't. This program includes just dual degrees: combination of undergrad and grad degrees.

Question from Fiona to the AACC: The Registrar's Office is wondering about extending registration eligibility for one year post-graduation, rather than making students inactive upon graduation. Students used to have one year of eligibility following graduation, and since this was changed a few years ago it's caused problems for students unable to access certain resources and services. This would be a way to address this issue, but there are pros and cons. Concerns:

- Reporting – the number of active students would be inflated. However, reports could be run that eliminate students who have graduated, or reports of enrolled rather than active students could be used.
- SAGE – Would graduated students be removed from advisors' student lists? Fiona will research this question.

III. Reports of Committees

- Advising Student-Athletes (Will Lewis):
 - Georgia Way website updates
 - career readiness
 - forthcoming: info page to explain advisor/counselor roles
 - advisor presentation at athletic orientation
 - athletic counselors have capability to add and read SAGE notes
 - Upcoming committee meeting: September
- Advisor Award (Judy Iakovou): Not present. No update.
- Assessment & Policies
 - Advisor Survey Distribution (Mike Merva)
 - Subcommittee met this summer and is moving forward with same survey as two years ago. Created to-do items in SAGE for each college, using standard wording, which colleges can edit by sending updates to Mike, Sydney, or SAGE email.
 - If using SAGE to send advisor survey, each advisor must manually raise flag after student appointment or send link using other college-preferred process. Colleges can add questions to survey, but should keep main questions in place. If there are staff changes, send updates to Mike, who can make the change to the survey.
- Orientation (Justin Burnley, representing Julia Butler-Mayes): Alton Standifer sent invitation to advising coordinators to provide feedback about summer orientation experience. These meetings will begin next month, and provide an opportunity for a one-on-one session with Orientation staff to share feedback. Julia extends an open invitation to anyone who wants to chair the Orientation Committee for the coming year.
- Professional Development (Mike Merva)
 - Scholar Practitioner Committee: new *Advisine* scheduled for the end of month, and again in January.
 - Brown Bag Committee: Open invitation to chair and/or join that committee.
 - Advanced Advising Certificate: Meeting next week to finalize everything and promote new certificate. Required courses: cross-college advising, communication, advising theory and practice, and leadership. Six core courses plus capstone for advanced certification. Mike will send out final requirements.

- Workshop Subcommittee: Cindy Schulman will chair. Proposed workshop date is Thursday, November 30th, before Thanksgiving, past busy registration time. They plan on soliciting from advisors proposals for presentations.
- Transfer (Justin Burnley): Partnered with Eddie Higginbotham, who coordinated new Dawg Camp program for transfers, called Dawg Camp Connect. Together, they hosted a panel of transfer committee members and advisors (5 participated).

-Mike sent around committee sign-up sheet-

IV. Reports of Chair

- SAGE Flags Added: ROTC

ROTC students who need advisor-signed 4-year plans now have SAGE flags. If you are the primary advisor for a flagged student, go ahead and reach out to student about the process for your office.

Comment: The language on the form was inaccurate/unfamiliar.

Response: FM48 is a written plan to ensure that ROTC students will complete their degree in the 4-year time frame they're allotted. The student should obtain the form from the ROTC office, complete it, and have the advisor sign it. The form will need to be signed every semester. At some point, these students contract with ROTC to be commissioned, so this form is to ensure they are on track, but is non-binding and can be updated. Mike will send an update/reminder to Advisor Connect.

V. Unfinished Business: None

IV. New Business

- SAGE Discussion
 - Exploratory Center: For unspecified students who change majors and are newly affiliated with a college, the EC requested feedback about the best way to communicate. With Franklin, the plan is to overlook the notification in the Change Tab of the SAGE Management App and handle the communication via personal email to the advising office. Jennifer E. is happy to work with individual colleges or decide together on best practices. Intention is not to deny contact with other offices, but to streamline process for clearing for registration. Jennifer invites members to contact EC/Jennifer as things progress.
 - Registrar's Office (Donna Mitchell): Planning to send an email to students with drop/add and withdrawal dates right after grades are processed. Discussion that the best time to do this is closer to drop/add (ideally on the date the waitlists are purged), with an additional reminder shortly before the withdrawal deadline.
 - Career Center (Kali DeWald): Now back in Clark Howell Hall, available for visits but not quite settled yet. No set date for open house. New Software called Portfolio, a digital

location for housing bodies of work (looks similar to LinkedIn/Facebook), available to students, faculty, and staff. Testing Services and the DRC will not return to Clark Howell until later in September.

- The EC is preparing to move to Memorial Hall
- Franklin is preparing to move to Brooks.
- DAE underwent a major renovation. Invitation to tour.
- Reminder about the EC's upcoming program for exploring students, and that Litashia Carter is seeking materials from colleges/programs to display.
- Committee Sign-ups

VI. Adjournment

Next Meeting: Friday, September 22, 2017
10:00-11:30 AM
Peabody Boardroom