

Academic Advising Coordinating Council

Friday, April 25, 2014

315 New College

In attendance were Ellen Martin, Laura Dowd, Misha Boyd, Rose Tahash, Matthew Head, Diane Miller, Heather McEachern, Steven Honea, Laura Jolly, Maggie Blanton, Fiona Liken, Carol Roberts, Evonne Jones, Christie Sanders, Glada Horvat, Paul Welch, Rhonda Kilpatrick, Teresa McClure, Kimberly Salo, Jason Emond, Paul Welch, Andy Davis, Cindy Daniel, Melody Kesler, Donna Mitchell, Joanna Warren, Hunt Revell, and Elizabeth Petty.

Laura Dowd called the meeting to order at 10:00 a.m.

The minutes of the March 21, 2014, meeting were approved.

The council discussed the admission criteria for international students. The Admissions Office is lowering the EILS score from 6.5 to 6.0.

The council discussed a proposal to raise the maximum number of hours that a student can take without an override from 17 to 18 hours, which will be an agenda item for the next Educational Affairs Committee meeting scheduled for April 28. An override will still be required for students attempting to register for more than 18 hours. If approved by the Educational Affairs Committee, the new policy will be effective fall semester 2014. Advisors should continue sending requests to override hours to the Registrar's Office.

The Advising Survey should be completed every odd fall semester. The reporting template will be distributed to the schools and colleges to be completed based on the results of their fall 2013 advising surveys.

The Student Veterans Subcommittee met in mid-April. The subcommittee set two goals: to create a general handout regarding advising to distribute to all student veterans and to develop ways that advisors can facilitate graduation within 36 months. Information in the handout will include basic tips for students to get the most out of their advising appointments and contacts for the Financial Aid Office, the Registrar's Office, and the Student Veterans Resource Center. The council expressed interest in the subcommittee creating a checklist for advisors to reference while advising student veterans. The subcommittee proposed allowing early registration for student veterans. The Registrar's Office stated it would be too difficult to distinguish student veterans from students receiving dependent benefits. The proposal was tabled.

The deadline for online registration for the NACADA Conference is May 1. Advisors who need to register after the deadline can do so by calling the Georgia Center. The subcommittee asked the council members to bring items from their college or department to the conference to be given away as door prizes.

The Fall Workshop Subcommittee provided possible dates and topics for the Fall 2014 Workshop. The subcommittee members suggested a September or October date with topics including a networking session and presentations from the Outstanding Undergraduate Academic Advising Award winners on their ideas of what makes a good advisor.

The Orientation Subcommittee met previously with Kelsey Marcero and updated the council on what

advisors can expect for the upcoming summer. Orientation rosters will be sent out as a comprehensive list, which will be subject to change, at the beginning of the summer, and a fixed list will be sent out four days prior to each orientation session. University Testing Services will offer placement testing, by appointment, on Saturdays throughout the summer for students who would like to complete their placement exams prior to orientation. The English Department has clarified their statement on placement exams. Students will be able to change their majors in Athena in the new major change application beginning June 1. Program changes will be processed immediately upon submitting the change in the Athena system unless the new major is a high-demand major or has entrance requirements. Approvers for high-demand majors will be able to pick a term for the change to be effective. The Orientation Subcommittee would like to meet with Kelsey Marcero again in the fall to discuss the summer and ideas for improvement.

The council had a brief discussion on the processes involved in student registration.

If prerequisites for any courses are entered incorrectly in Banner, please contact Fiona Liken.

The following announcements were made by members:

Connie Rash will be retiring later this summer after 25 years of service at UGA.

The Admissions Office is unable to post transfer credit over the next few weeks. If there are any emergencies that need immediate attention, contact Jason Emond.

The Registrar's Office has information regarding overrides and waitlisting posted on its website.

The Provost has allocated funds to hire 25 new academic advisors. The advisors will be trained by the Franklin College and then dispersed among the schools and colleges based on need.

Matt Head was elected as the Academic Advising Coordinating Council Chair for 2014-2015.

The meeting was adjourned at 11:35 a.m.