

**Minutes for AACC meeting, 10/9/2015**  
Forest Resources Building 2, Room 201A

The meeting was called to order by Paul Welch at 10:03 am. Minutes of the prior meeting were approved.

**Reports of Committees**

- a) Professional Development Committee: Mike Merva reported that things are pretty much set organization-wise for the November 13th Fall Advisor Workshop. Help with door prizes and printing name tags would be welcome. E-mail has been sent out; registration is at [https://ugeorgia.qualtrics.com/jfe/form/SV\\_6xIq0NZwt4HLSU5](https://ugeorgia.qualtrics.com/jfe/form/SV_6xIq0NZwt4HLSU5) until October 29th. There will be a resource fair; various organizations on campus should have tables. Dr. Linda Bachman will be giving a presentation on the new Experiential Learning requirement. Lunch will be provided by the Career Center. AACC members are encouraged to help get the word out.
- b) Assessment & Policies Committee: Paul Welch encouraged everyone to get the surveys coming in.
- c) Advisor Career Ladders Committee: Rose Tahash reported that it has been challenging to find suitable times to meet. Job descriptions and duties have become quite divergent over the years around campus; this is a considerable challenge. Committee members are looking for information from other schools that have already started to implement something like this.

**Reports from the Chair**

- a) By-Laws: The AACC By-Laws were approved by a vote of 18-1; they will be posted on the OVPI website. Paul thanked everyone for their feedback.
- b) Committees: In addition to the three existing committees, there were suggestions to add committees for Orientation and Transfer Students. Members will be needed, preferably drawing from a broad spectrum of people (being a voting AACC member is not required). Paul is also open to suggestions for further committees.
- c) Transfer Students: Judy Iakovou is interested in putting together transfer planning guides for each college; a Transfer Students committee could work on that. It was suggested to have a contact in each college/school for things not covered in the guide. More generally, it would be helpful to have defined points-of-contact in each college/school for other matters too, including probation/dismissal, liaison with Honors, change of major, minors, and so on.
- d) Experiential Learning: All school/college requirements are being voted on today. This is just a starting-point; experiential learning plans will continue to grow.

**Unfinished Business**

There was no unfinished business.

**New Business**

- a) Minor Completion Policy: At the April meeting it was determined that if a minor shows up as complete in DegreeWorks, the graduation advisor is free to award it; if not, the advisor should follow up with those responsible for the minor. Practices do not seem uniform at present for what should happen then. Not everyone in charge of a minor is able to enter exceptions into DegreeWorks (that function is college-level); notes in

DegreeWorks could be used instead, to indicate approval of courses for minor completion. Some may prefer to still use the Minor Completion Form (which will be moved to the Curriculum Systems site, and other links removed, so as not to invite confusion); others would be happy with a simple e-mail to confirm.

With no clear agreement as to a single set of practices to use going forward, it was again decided that, for fall, the certifying officer may clear any minor that shows as completed in DegreeWorks; if a minor shows as incomplete, or there are questions, the officer will get in touch with the minor point of contact, and the situation will be handled in whatever manner is mutually satisfactory. These procedures, and the question of whether to have a uniform set of best practices, will be looked at again in January.

Advisors were advised to be careful to check courses showing in red to see if impermissible double-counting is going on, which is a known DegreeWorks issue.

Some related questions regarding graduation were asked; Nikki Hon agreed to get responses from the Registrar's office (see appendix).

b) Regents' Center for Learning Disorders: Will Lindstrom gave a presentation about the Regents' Center for Learning Disorders, a psycho/educational assessment clinic at Milledge Hall, in operation since 1993. UGA students can refer themselves. Any problem that affects learning can fall under the clinic's purview, including ADD/ADHD, or depression and anxiety. The clinic conducts a two-day comprehensive assessment; the subsidized cost of this is \$500, with some need-based aid available. Accommodations are recommended to DRC when appropriate (though not always; a disorder does not always mean that the student has a qualifying disability). RCLD also conducts outside review of documentation from elsewhere, in support of accommodation requests before DRC.

c) Judy Iakovou and Diane Miller discussed the Campus Climate ("Count Me In") survey—the big push will start later this month. The goal is a 40% response rate; it needs to be high to get actionable data. The process is designed to be transparent, with results made available to everyone in the end.

d) Naomi Norman provided an update on the new annual pre-approval process underway for study-abroad programs. It is designed to keep information about objectives, curricula, financials, etc. up to date, and ensure rigor, realistic budgets, and good risk management. Costs for programs are subject to change as soon as next summer; the change for any particular program might be either up or down. A new portal at OIE, [goabroad.uga.edu](http://goabroad.uga.edu), is designed to provide program details for search and comparison.

The meeting was adjourned at 11:30 am.

## Appendix

### Responses from Office of the Registrar

*In Athena, is there text in the application about applying for all degrees that a student is expected to complete and about the names of FERPA restricted students not appearing in the commencement program?*

Yes, there is text in the application informing students that if they are graduating in multiple programs of study then they need to submit a separate application for each. Also, once a student completes the application, a note is displayed on the screen for the student and it includes the reminder that if a student has a FERPA restriction on his/her records, then his/her name will not be included in the commencement program.

*Will the Registrar's Office send an email to students about the FERPA restriction and the commencement program?*

The Registrar's Office will be sending an email to students who have applied to graduate and who have a FERPA restriction the week of October 19. For anyone who applies to graduate after the email is sent, we will try to send a follow-up email. The email will remind students if they have a FERPA restriction on their record, then their name will not be included in the commencement program and it provides instructions on how to remove the restriction if they no longer want to restrict their record.

*In previous terms, graduation offices were asked to review students expected to graduate for accuracy and to move students to a different term (if necessary) prior to the publication of the commencement program. Will graduation offices need to review this information with the new graduation application?*

Yes, the Registrar's Office will be sending an email to graduation clearance officers with more information the week of October 12.

## Attendance list for AACC meeting, 10/9/2015

Paul Welch, Chair  
Glada Horvat, Athletics  
Ellen Martin, CAES  
Marian Higgins, Career Center  
Brooke Daniel, Curriculum  
Rose Tahash, CED  
Maggie Blanton, DAE  
Merry Montgomery, DAE  
Misha Boyd, Ecology  
Justin Burnley, Education  
Julia Butler-Mayes, Education  
Melissa Garber, Engineering  
Christie Sanders, Engineering  
Kelly King, FACS  
Cara Simmons, FACS  
Greg Kline, Franklin  
Mike Merva, Franklin  
Diane Miller, Franklin  
Beth Rector, Grady  
Steven Honea, Honors  
Nyerere Tryman, Housing  
Catherine Pedersen, Orientation  
Alton M. Standifer, Orientation  
Judy Iakovou, OVPI  
Carol Roberts, OVPI  
Heather McEachern, Public Health  
Nikki Hon, Registrar  
Donna Mitchell, Registrar  
Trelle McGinnis, Social Work  
Kevin James, SPIA  
Laura Clark, Terry  
Nancy Roberts, Terry  
Matthew Head, Warnell