Minutes for AACC meeting  
2/19/2016  
Room N104 Coverdell Center  
College of Engineering

The meeting was called to order by Paul Welch at 10:00 am. Minutes of the prior meeting were approved.

Reports of Committees

a) Professional Development: Mike Merva reported that the four subcommittees have had the following developments

   a. Spring Workshop
      i. Tentative date for May 6th
   b. Brown-Bag Sessions
      i. 1st Brown Bag was held January 29th, 2016 and received good attendance
      ii. Elizabeth Fuller sent a survey asking for professional development feedback from advisors and responses have been informative for committee work
      iii. 2nd Brown Bag to be held Wednesday, February 24th from 12:30 to 1:30 in the Tate reception hall; hearing from the EMBARK program
      iv. Advisors reported not seeing notification of the Brown Bag event; notification was sent to Advisor Connections listserv on 02/09/16. Monitor effectiveness of using Connections listserv for these types of announcements.
   c. Advising Certificate
      i. Question posed: Who owns the advising certificate? AACC owns the certificate
      ii. It is a joint venture between AACC and OVPI; all AACC participants can voice input concerning the certificate
      iii. Should the certificate webpage be relocated from Franklin OAA to OVPI?
      iv. Developing assessments for advising certificate courses
      v. Improving class proposal forms and instructor selection process
      vi. Seeking OVPI representative for scheduling classes, printing certificates, etc.
      vii. Desire to establish a higher-level track to provide classes for more experienced advisors
   d. Scholar-Practitioners
      i. Will be distributing info on NACADA, and possibly work to publish or otherwise raise visibility of UGA advising in professional circles
      ii. Seek to empower advisors for conference attendance and publishing goals
      iii. Idea: can OVPI fund conference attendance for advisors?

b) Orientation: Justin reported for Julia Butler-Mayes

   a. Items Discusses at last meeting:
      i. Summer 2016 Orientation calendar released
      ii. Online Orientation modules
      iii. Advisor Orientation meeting
      iv. Orientation Leader Presentations/OL-College Partnerships
   b. Topics for Next Meeting:
      i. April meeting after March Advisor Orientation meeting
      ii. Orientation 2.0
1. 2d day of classes
2. Resource fair & introduction to advising/student affairs office
3. 50% of new students participate
   iii. Best ways to work closely with Orientation Leaders

c) Assessment and Policies: Rose Tahash reported on the Advisor Survey report
   a. Survey to be collected on Qualtrics, then assembled into PDF report
   b. Qualtrics can capture data as an excel file
   c. Question posed: Is it mandatory to use the UGA Site for students to fill out the advisor survey (Yes)
   d. The report represents the aggregate total of student feedback for campus units
   e. Considerations voiced as to appropriate survey end dates

d) Transfer: Justin Burnley reported
   a. Brainstorming section headers and format guides for college handbooks regarding transfer students
   b. Creating sample content for headings developed in last meeting; to review content to compare what works and what does not
   c. Reviewing existing content from Grady and FACS
   d. New members from Grady/FACS/Academic Enhancement have joined the committee
   e. All colleges with representatives interested in the transfer student experience are welcome to join the committee
   f. Next meeting is February 23rd from 3-4 PM in Milledge 227
   g. Dr. Alan Campbell from Student Support Services will attend a committee meeting to discuss information sessions for transfer students concerning withdrawals

e) Advisor Award Update: Judy Iakovou reported
   a. New changes in the forms geared toward easier online submission
   b. No faculty award this year, but a faculty mentoring award may arise in the future
   c. Student representatives are once more participating in the award process
   d. The form now asks for Comments from students instead of formal letters of recommendation in order to reduce page count
   e. Page limit: 16

Reports from the Chair

a) Carol Roberts Retirement, Cathy Clutter new representative from pre-professional advising office

b) Experiential Learning
   a. Each college plan for courses fulfilling the requirement has been approved
   b. DegreeWorks interface and tagging the courses in Banner are in progress
   c. Developing a user-friendly, searchable website for courses (to be displayed in March meeting?)

c) March: The March AACC meeting will be in the Peabody Board Room, located in the basement of the Administration building on North Campus, on March 18th at 10:00 AM.
Unfinished Business

a) SARA Updates:
   a. Meetings with Franklin OIT are in progress; might be preparing to maintain SARA through 2018, though an alternate system may be in place before that year
   b. Registrar is patch testing the DegreeWorks planner; Starfish platform is being evaluated as a backup option
   c. DW planner currently experiencing browser compatibility issues
   d. Michael Brewer to be reaching out to SARA advising units for training on new administrative tools
   e. Mike Merva to forward SARA admin tool help documentation, place in AACC minutes?

New Business

a) Paul to send out Committees list, for members uncertain as to committee representation and assignment

b) Dave Evans from Franklin College
   a. Desires to reach out to other advisors to discuss advising issues related to student veterans
   b. Not to supersede the efforts of the Veterans Success Council
   c. Veterans have early registration
   d. Must be a confirmed veteran (viewable in administrative banner under SGASADD menu with CSM marker)
   e. Not for dependents of veterans; veteran status can be affirmed with DD-214 at the Registrar
   f. Student uncertain about registration status can e-mail va@uga.edu
   g. College contacts for student veterans should update their information with AACC, if necessary
Attendance list for AACC meeting, 2/19/2016

Paul Welch – Chair
Mercy Montgomery – DAE
Maggie Blanton – DAE
Carol Roberts – Pre Med & Pre Law
Matthew Head – Warnell
Justin Burnley – Education
Ellen Pauloski – Social Work
Kelly King – FACS
Beth Rector – Grady
Diane Miller – Franklin
Rose Tahash – CED
Heather McEachern – Public Health
Christie Sanders – Engineering
Tracy Townsend – Terry
Ellen Martin – CAES
Melissa Garber – Engineering
Justin Burnley – Education
Glada Horvat – Athletics
Alton Standifer – Admissions
Meredith Balas – Admissions
Melody Kesler – Registrar
Nikki Hon – Registrar
Greg Kline – Franklin
Judy Iakovou – OVPI
Cathy Clutter - OVPI