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## Academic Advising Coordinating Council

### Minutes

Friday, September 16, 2016

10:00 AM ▪ Peabody Boardroom

In attendance were Misha Boyd, Stacy Boyles, Justin Burnley, Priscilla Carter, Laura Clark, Diane Costyn, Brooke Daniel, Kali DeWald, Jennifer Eberhart, Jason Emond, Melissa Garber, Mathew Head, Steven Honea, Judy Iakovou, Kelly King, Katelyn Kivett, Greg Kline, Fiona Liken, Ellen Martin, Sherontae Maxwell, Heather McEachern, Mike Merva, Diane Miller, Donna Mitchell, Naomi Norman, Ellen Pauloski, Beth Rector, Sharon Shannon, Elizabeth Sproston, and Paul Welch.

Kelly King called the meeting to order at 10:02 AM.

The minutes of the 8/19/16 meeting were approved with no corrections.

### Reports of Committees

- Advising Student Athletes – Kelly King reported for Will Lewis in his absence that the committee has 18 members from 10 different units. Kelly will publish the list of committee members on the OVPI website. In their first meeting on September 8<sup>th</sup>, they decided to form 3 sub-committees focusing on the following:
  - Advisor training materials
  - Student-athlete liason network
  - Orientation advising
- Assessment & Policies – Melissa Garber reported that they will schedule a meeting in the next few weeks.
- Orientation – Justin Burnley reported for Julia Butler-Mayes that a 4<sup>th</sup> session for Spring orientation has been added...December 6, 14, 15, and January 3. It was asked whether we would see both transfers and first years on all or some of those dates. Someone from the Orientation Committee will find out and report back at the next meeting.
- Professional Development - Mike Merva reported that they plan to offer the Resource Fair again, but inside the ballroom this time. Minors and certificates will be included. Plans for the Advisor Workshop are underway. The Career Center will once again provide lunch. The Advising Certificate subcommittee will continue to work on the next level certificate and present some ideas at the Advisor Workshop in November. Announcements for the October Brown Bag will be out soon.
- Transfer – Justin Burley reported that committee membership is up with the addition of 5 more advisors, so forming subcommittees is being considered. Work continues on the college handbooks with the goal of getting them on the Admissions website. Meetings will be scheduled with Admissions to agree on a template which can then be used by all the different colleges to present their content. The committee will reach out to other USG schools to discover how best to provide them with information, communicate with people there, etc. The committee is also involved with transfer student engagement, and with standard practices and regulations for

transfer students especially forms/practices for evaluating transfer credit.

### **Reports of Chair**

- NACADA Conference is in Atlanta this year. Early registration has ended. Cost is \$440 for members. The membership fee can be covered by the colleges since it would be cheaper to cover the membership fee and pay the member registration price than to just pay the non-member registration.
- Discovery Showcase (majors fair) will be Wednesday, October 19 from 11-1 in the Tate Concourse and Atrium. Information is on the OVPI website including online registration. Advisors and program coordinators should plan to be there this year. Space is limited, so no big banners, tablecloths, etc. Naomi Norman added that we hope to reach not just students who are undecided about their major, but also those who may be interested in a second major, minor or certificate. There will be incentives, drawings, cookies. Advisors will be at round tables.
- New requirement for faculty/staff to submit education abroad activity to OIE for review - Misha Boyd was unclear about what was included in the policy. Fiona Liken remarked that it is especially important for advisors to refer students to OIE when they are considering study abroad programs that are external to UGA so that students will not run into problems getting credit for the experience. Curriculum reviews the content of study abroad courses, and then sends them to the department that houses the course. Kelly will invite someone from OIE to the next AACCC meeting to clarify the policy.

### **Unfinished Business – none**

### **New Business**

- Starfish update – Stacy Boyles announced that procurement was finalized in July for this communication and scheduling tool. The team is focused on Banner/D2L integration and defining the business processes within Starfish. She showed a powerpoint presentation that demonstrated advisement scheduling tools, the ability to save public and private notes, import data from SARA, send mobile notifications, import and display student data from Banner, D2L and OIR including predictive analytics data. Advising plans will be done in DegreeWorks, not in Starfish. Starfish Early Alert will identify students who may be at risk and could benefit from additional support. Starfish allows users to send kudos, make referrals, and create to-do lists for students. Grades will be viewable if faculty upload them to D2L. Starfish does have a kiosk feature to allow students to sign in for appointments. Implementation will take place from now until the end of the calendar year, with 5 colleges scheduled to pilot Starfish in the Spring for Fall advising. The plan is to have it ready for campus-wide use in Fall 2017 for Spring and Summer 2018 advising. Naomi Norman stated that the rollout for DegreeWorks Planner is not tied to Starfish. It will be piloted by a group of advisors this Fall and could be ready to use campus-wide as early as Spring 2017.
- Exploratory Center – Jennifer Eberhart remarked that it is a priority of hers to keep the lines of communication open while supporting students. The Exploratory Center works with unspecified, intended-business and intended-journalism students. There are at least 4 different ways to reach out to the Center including a referral form on the website which can be filled out by the student

or the advisor. The Center is willing to adapt to college needs as it fulfills its primary mission of serving students. Friday afternoons have been set aside as a time for departments/colleges to schedule a meeting with the advisors in the Center to present information and answer questions about their majors. Contact Lisa Lowe to schedule a time. Other times can be scheduled if necessary, and the Exploratory Center advisors are also willing to go to colleges to hear presentations. The remark was made that it would be a good idea for advisors to check the major change report regularly to see which students had changed into or out of their majors.

- Core Curriculum Appeal Process – Jason Emond said that when students attempt to transfer credits from other institutions, Admissions considers several factors in their review. First, is the institution accredited by a regional association of colleges and schools? Second, are the courses college-level? Third, if the class is equivalent to a UGA class, it will transfer in with the UGA course number. If it is not equivalent, but is appropriate to count in the Core, it will be given a “Gxx” designation. If it is not appropriate for Core, but could count as a general elective, it will receive a “Txx” designation. Some departments have given Admissions the latitude to create 3-hr versions of some of UGA’s 4-hr classes when articulating transfer classes ... example a 3-hr STAT 2000. If there are any questions about how courses are initially articulated, students can communicate with Admissions or with advisors, but the ultimate authority in these decisions is the department that offers the course. Students can take the course re-evaluation form (which now varies by college, but which Curriculum is planning to standardize and post online in the Bulletin after allowing the AACC members to provide feedback on it) to the department that offers the course to explore the possibility of changing the way the course was articulated by Admissions. For courses that do not fit into any of the departments at UGA, students can contact Fiona Liken who will then take them to the GenEd sub-committee for review. Eventually, when the resources to set up an online system are available, the GenEd sub-committee will make all the decisions about courses counting toward Core. Students can appeal as a last resort. UGA students taking UGA classes cannot appeal to have a class counted in the Core if it is not already accepted in the Core. Classes can be added to the Core, but that process begins with the department and then must go through the approval process. For transfer students, UGA will substitute courses from other USG institutions in the UGA Core if the courses satisfied Core at those institutions. Advisors should try to resolve core-to-core issues early on for transfer students. It can be very helpful when students provide their DegreeWorks audit from their previous institution to show that certain classes were counting toward their Core there. UGA tries not to disadvantage students.
- Other – Beth Rector asked if it has been determined whether all advisors will be non-exempt. Naomi Norman said she and Judy have had a lot of discussions with HR and the vice president for instruction about this issue and that UGA advisors as a group are still ‘under review’ by HR. This will be a University decision, not a college decision. The financial resources required to make advisors exempt are substantial. Naomi will send an announcement out to the advisor listserv. HR has already contacted all the advisors who are subject to the new non-exempt status, so anyone who hasn’t gotten the email should get in touch with HR.

**Adjournment** – There being no further business, the meeting was adjourned at 11:14 AM.