

Minutes for AACC Meeting on Jan. 20, 2017

315 New College

In attendance were Diana Beckett, Justin Burnley, Priscilla Carter, Laura Clark, Diane Costyn, Dave Crouch, Kali DeWald, Aimee Dowd, Jennifer Eberhart, Melissa Garber, Chase Hagood, Matthew Head, Steven Honea, Glada Horvat, Judy Iakovou, Kelly King, Greg Kline, Will Lewis, Mike Merva, Diane Miller, Donna Mitchell, Ellen Pauloski, Liz Petty, Beth Rector, Erin Richman, Christie Sanders, Cara Simmons, Alton Standifer, Nyerere Tryman, and Paul Welch.

I. Welcome and Introductions

Kelly King called the meeting to order at 10:02 AM. Quick introductions were made. Two new members, Aimee Dowd and Will Lewis, were present, and a third new member, Blake Dye, may be attending meetings in the future.

II. Reports of Committees

a. Advising Student-Athletes: Will Lewis reported that the committee has been establishing a list of student athlete advising liaisons. The purpose of this list is to open the lines of communication between athletic counselors and academic advisors. For the athletic counselors, it will provide a point of contact within each college in case the counselors have advising-related questions. For the academic advisors, it will identify a resource within each college who can answer questions for advisors regarding student athletes and athletic policy. The committee's goal for the spring is to develop resources for advisors, such as a best practices manual and/or resource manual.

b. Advisor Award: Judy Iakovou reported that the committee has been formed and Anna Williams will contact the students who have been nominated to be on the committee. It will be a student-led discussion and a student decision. There is a short timeline because of the need to submit to NACADA.

c. Assessment & Policies: Melissa Garber asked us to send her any topics we would like the committee to discuss.

d. Orientation: Justin Burnley reported for Julia Butler-Mayes. The extra day during spring orientation helped ease the advising loads. The bus routes and dismissal practices were updated for spring. The committee is continuing to receive updates from Ted Barco about the student veteran orientation at the SVRC. Future topics of discussion include Starfish and academic area meetings for summer.

Alton Standifer discussed scheduling rooms in your college for the academic area meetings for the one day orientation sessions this summer. If you have any rooms in the buildings in your college you would like reserved, send them to Alton.

The orientation committee is also gathering the presentations for the academic area meetings from each college. Please send your college's presentation and materials/handouts to Alton.

The orientation calendar for summer is now available at <https://orientation.uga.edu/Portals/3/Documents/Orientation%20Calendar%20Schedule%202017.pdf>.

The summer first year orientation schedule will be available at the next meeting in February. Summer orientation will start later in the day. Also, they hope to do more testing prior to orientation; off-site testing will be available at the Gwinnett campus. Now that orientation is starting later in the day, students may be able to take placement tests in the morning of Day One before things get started.

e. Professional Development: Mike Merva reported that there is no brown bag lunch scheduled for January. The brown bag lunch in February will be about Dr. Alvis's UNIV service learning course. The subcommittee is looking for ideas for future brown bag lunches. If you have suggestions, please email them to Judy Iakovou, Elizabeth Fuller, or Mike Merva.

The Scholar Advisor subcommittee is going strong. They recently put out an issue of the Advizine. They are organizing a common reading for group discussion in May. They are trying to set up an interview with Susan Frost, who runs a higher ed consulting group in Atlanta and is a UGA alumna. Mike is planning to invite her to speak at the workshop as well.

The spring workshop will tentatively be moved up to the last day of classes (Wednesday, April 26). There will be presentations on Starfish and the DegreeWorks Planner from advisors who are experienced users of those programs. They also plan to have roundtable discussions where new advisors are matched up with experienced advisors.

The new advising certificate program is underway. They received great feedback from the fall advising workshop. The four proposed classes discussed at the fall workshop will all be ready to go once they find people to teach them -- except for leadership. There was some confusion about what exactly leadership means; it needs to be defined more clearly.

Judy Iakovou discussed the new online advisor training. They have met twice and broken the topics down by the most important things new advisors need to know. They want to create a training that can be paired with observation to help the new advisors link theory and practice. There will be some overlap with the advising certificate program, but the online training is designed to give new advisors an overview of the basics they need to be effective advisors.

f. Transfer Students: Justin Burnley reported the transfer handbook needs a website home. Admissions feels they would not be a good candidate to host the transfer handbook, so the committee is looking for website space somewhere else.

III. Reports of Chair

Nothing to report.

IV. Unfinished Business

No unfinished business.

V. New Business

a. Career Center: Kali Dewald reported that the Career Center will be temporarily relocating this semester while Clark Howell Hall is being renovated. They will be in the old Bulldog Print Center at 210 River Road. They will be moving in on Jan. 30 and will be there until mid-July.

b. Starfish Update: Judy Iakovou reported that Starfish is now being called Student Advising and Guidance Expert (SAGE). Training for advisors in the pilot program will begin on Tuesday, Jan. 24, and SAGE will be rolled out to students on February 6th. Students in the pilot program will receive an email on Feb. 6 telling them to use SAGE. Starting on Feb. 6th, if a student tries to make an appointment in SARA, they will get an error message telling them they are part of the pilot program and will be redirected to SAGE. Training materials for advisors will be posted on the website on Feb. 6th.

If a student in the pilot program changes majors to a college that is not part of the pilot, the new advisor will not be able to access that student's records in SAGE. The new advisor will need to contact the old advisor for the student's information. If a student has a dual major where one major is part of the pilot program and the other isn't, they will still be able to use SARA for the major that is not part of the pilot program. They will need to use SAGE for the major that is part of the pilot program.

Advisors in the pilot program will use SAGE on Day One of summer orientation to schedule appointments on Day Two.

For the rest of the university, advisor training will take place in July and August for the August rollout. The final rollout will take place on the first day of class in the fall. All advisors campus-wide should be using SAGE in the fall.

SAGE will mostly be used for scheduling appointments, not for creating advising forms. Use the DegreeWorks Planner to create advising forms. You can save the plans in SAGE if you want to have everything in one place. We will need to use the DegreeWorks Planner during summer orientation, but you do not need to enter a complete four-year plan during orientation, just a one-semester plan.

If you want a template for a major in the DegreeWorks planner, you have to request them from curriculum systems. Matt Head has created an Access file that allows you to create advising notes to add to the plan.

If you run into any issues using SAGE or have any questions, please let Judy know.

VI. Adjournment

The meeting was adjourned at 10:52 AM.