

Minutes for AACC Meeting on April 21, 2017
Peabody Boardroom

In attendance were Diana Beckett, Misha Boyd, Justin Burnley, Julia Butler-Mayes, Priscilla Carter, Laura Clark, Diane Costyn, Dave Crouch, Kali DeWald, Aimee Dowd, Blake Dye, Jennifer Eberhart, Matt Head, Marian Higgins, Steven Honea, Glada Horvat, Judy Iakovou, Katelyn Kivett, Greg Kline, Will Lewis, Mike Merva, Diane Miller, Ellen Pauloski, Beth Rector, Cara Simmons, Alton Standifer, Rose Tahash, and Nyerere Tryman.

Kelly King called the meeting to order at 10:03 AM.

I. Voting Begins

We voted for next year's AACC chair. Ballots for the large and small college representatives will be cast via Qualtrics survey later on.

II. Approval of Minutes from March Meeting

The minutes were approved with no corrections.

III. Reports of Committees

- a. Advising Student-Athletes: Will Lewis had nothing to report.
- b. Advisor Award: Judy Iakovou reported that the advisor awards will be announced at the workshop next week.
- c. Assessment & Policies: Melissa Garber had nothing to report.
- d. Orientation: Julia Butler-Mayes reported that the orientation committee may or may not be meeting again before summer.
- e. Professional Development: Mike Merva reported that the professional development committee will be meeting as a whole in May. They are looking for new members.
 - Workshop: The advisor workshop will be next Wednesday.
 - Advisor Certificate: Information on the new advanced advisor certificate program will be presented at the workshop.
 - Scholar Advisor: The new *Advizine* will be coming out soon.
 - Brown Bag: The next brown bag lunch will be about the Holland code inventory and how it relates to a student's potential major or career path.
- f. Transfer: Justin Burnley reported that the committee will be meeting on Tuesday to continue work on the transfer handbook now that they have a website home. They are looking for new members.

IV. Reports of Chair

Kelly King reported on an issue raised at the last RAC meeting. If there is more time for seniors to register before registration for juniors begins, advisors would have more time to fix any problems, issue PODs, etc., before juniors take the spots in those classes. All were in agreement that this is an issue advisors across campus are dealing with and it would be

appreciated if the Registrar's Office could look at extending the time period that seniors have to register. Kelly will take the request of adding 1-2 days to the senior registration period to Rosemary Segreti, Interim Registrar.

V. Unfinished Business

No unfinished business.

VI. New Business

- a. Student Affairs Leadership and Human Services Minors: Marian Higgins from the College of Education spoke about two of their minors.
 - a. Leadership in Student Affairs: This minor is designed for students interested in working in higher education, student affairs, or student services. The courses include one intro course (ECHD 4400), a course on program development and assessment, a course on working with college students, an elective, and an internship. For the internship, the student will meet with a supervisor once a week while working on a specific project for an office. They are looking for offices to place students in, so if your office has a project that would be appropriate for a student to work on, please contact Marian. For more information about this minor, see http://www.bulletin.uga.edu/HTMLFiles/m_leadership_student_affairs.html.
 - b. Human Services: This minor is for students interested in one of the helping professions (for example, social work or counseling). It differs from Human Development in that it is more focused on practical application – if you have a person in front of you who needs help, what do you do? The Human Development minor is more focused on developing a deeper understanding of developmental stages. More information about the Human Services minor can be found here: http://www.bulletin.uga.edu/HTMLFiles/m_human_services.html.
- b. Exploratory Center Logistics During Orientation: Jennifer Eberhart reported that the Exploratory Center will be able to meet with students who change their major to an EC major at orientation as long as the student is on the EC roster by 8:00 AM on Day Two. They will send out emails to students with appointment information by 10:30 AM on Day Two.

On transfer days, the EC will have a table at check-in for intended business/journalism students. They will also have a table at The Hub before and after the area meetings. This will give transfer students several different opportunities to schedule an appointment with the EC.

Because of the construction to the stadium that will be taking place this summer, the Exploratory Center will probably be advising students on the 4th floor of the MLC in the west wing. They will meet with students in the study rooms there.

The EC will also have on-call advisors available from 3:00-5:00 around the check-in desk to answer quick questions for students. They will not be clearing students for registration, just answering brief questions.

The EC will be holding academic area meetings for unspecified students. It will discuss the core and the major exploration process. Students will also receive materials and referrals at the area meeting as needed.

Jennifer would like to keep in touch with each office individually. The EC will provide each office with materials (for example, a PowerPoint slide about the EC and/or referral cards).

If a pre-business, pre-journalism, or unspecified student is also in the Honors program, then that student will be advised in Honors, not in the EC. They should attend walk-in hours at the EC if they have questions for an EC advisor.

- c. Advising Policy for Double Majors and Dual Degrees: Laura Clark raised the issue of how students with majors in two different colleges are being cleared for registration. There does not seem to be a general policy on this; instead, it is handled on a case-by-case basis depending on the individual student involved. Each advisor should make a separate plan in the DegreeWorks Planner instead of editing the other advisor's plan. If a student has been cleared by one advisor but has not gone to see the other advisor, the advisor can ask the Registrar's Office to restore the hold.

To maintain the historical record, advisors should copy the DegreeWorks Plans into an email to the student or into the notes or import it into SAGE. You can also add the date to the file name and use the Save As function to create a new plan each semester.

VII. Recess

VIII. Election Results

The next AACC chair will be Mike Merva.

IX. Adjournment

The meeting was adjourned at 11:17 AM.