

## Academic Advising Coordinating Council

### Friday, September 20, 2019 Peabody Board Room

- I. Welcome & Introductions  
Members present: Kelly King, Mike Merva, Greg Kline, Jennifer Patrick, Laura Clark, Diana Beckett, Misha Boyd, Rose Tahash, Laurie Zielinski, Kevin Simmons, Martha DeHart, Jennifer Eberhart, Will Lewis, Melissa Garber (Chair), Matthew Head, Steven Honea, Heather Smith, Beth Rector, Heather McEachern, Caitlin Dye, Ellen Pauloski, Maggie Blanton, Tori Tanner, Jason Emond, Naomi Norman, Julia Butler-Mayes, Ashley Whitten, Bethan Milly, Sarah Kessler, Kay Stanton, Beate Brunow, Nancy Ferguson
- II. The presentation of the minutes of the last meeting of the council, their corrections, if any, and their adoption
  - a. Presented meeting minutes from April 19, 2019. Approved.
- III. Reports of special committees and discussion thereof
  - a. Advising Student-Athletes (Chair, Will Lewis): Forthcoming meeting 9/27 to review T&D course updates and new course options.
  - b. Advisor Award Selection (Chair, Julia Butler-Mayes): Accomplished initial mission of revising existing awards and expanding Advisor Celebration event. Have not yet met this term.
  - c. Communication (Chair, Whitney Jones): Matt Head: Goal for upcoming year is to implement monthly newsletter tied to AACC meeting schedule. Will be looking for content submissions via Qualtrics form. Committee will act as editors. Topic suggestions include advisor spotlight, summary of personnel changes, NACADA resources, office spotlights, event calendar, conference calls, etc.
  - d. Community Service and Engagement (Chair, Kathryn Veale): Melissa: Dave Evans stepped down as chair. Calling for new members. Committee will be considering mission and goals for upcoming year. Meeting planned for October.
  - e. Mentoring (Chair, Ellen Pauloski): MAP program launched in August. Training has occurred and mentor/mentee pairings have been established. Tracking and evaluation in progress.
  - f. Orientation (Co-Chairs, Rose Tahash & Melissa Garber): Rose: Committee has worked with Orientation staff to improve Orientation experience for all students. There were a few survey responses, will work with Tori to review feedback.
  - g. Professional Development (Chair, Mike Merva)
    - i. Advising Certificate: Jabari is chair. Group met and discussed certificate curriculum changes. Experiential Learning information sessions will now count towards certificate.
    - ii. Brown Bags: The focus this fall is on mental health. Active Minds, a student organization will be sharing information and resources at next week's Brown Bag. Future Brown Bag topics include Disability Resource Center, and Deescalating students in distress. Spring will feature panels on transfers/non-traditional students, women in STEM, first generation students, and exit survey.

- iii. Training: Waiting on PEP to get useable feature for training modules. Committee can continue working on content. Mike will call meeting.
- iv. Workshop: Group met this week to begin work December event. Career Center will provide breakfast, starting at 8:30. Planning numerous concurrent sessions, not yet finalized. Tentatively, there will be a combination of more formal sessions, and some more informal opportunities for discussion. Save the date went out (12/5): stay tuned for more information.

IV. Reports of the Chair

a. Microsoft Planner for Project Management (Julia Butler-Mayes, Ashley Whitten, Greg Kline) In an effort to better keep track of advising related projects (and to be aware of when/how they intersect), Julia proposed the use of project management tool 'Microsoft Planner,' part of the Microsoft Office Suite, and available free for anyone who is an AACC member. Current configuration includes a checklist for each committee with ability to add tasks and create deadlines. This may eliminate need for regular in-meeting committee updates and keep all members up-to-date on project progress, facilitate communication, streamline assignments and notes, provide continuity from year to year and share across AACC.

V. Unfinished Business

a. Maggie Blanton/Freshman College: Request for feedback on 5 new disciplinary courses and communication. None.

VI. New Business

a. Financial Aid Required Course Checklist Update (Nancy Ferguson): For students receiving federal student financial aid (i.e. Pell grants), OSFA must determine whether or not students' graduate level courses count towards undergraduate degree program. OSFA was audited and Double Dawgs students were pinpointed in particular. There is no current functional way for OSFA to determine whether or not courses are needed for degree, which necessitated the Financial Aid Required Course Checklist form.

b. Transfer Advisory Group - Connect Initiatives Subcommittee (Tori Tanner): The goal of this TAG subcommittee is to connect transfer programs, events and resources and to ensure students know about them. Group will be developing postcard sized printed resource for all incoming orientation students. Will include QR code to access transfer website and events calendar. Will be distributed to departments across campus.

c. Spring Orientation Update & Summer Orientation Preview (Tori Tanner): Spring Orientation Dates: 12/6, 10, 12, and 1/6. Currently working on room reservations and schedules. No small group these sessions, but a student panel instead. 300 students per session. Director search ongoing. Julia Butler-Mayes is chair. On campus interviews scheduled for the week of October 7 with four external candidates. Hoping to have someone in place for spring orientation sessions. All AACC members should receive invitation to attend on-campus presentations by candidates soon. Summer orientation dates forthcoming. Anticipating 17 first year sessions, and five transfer sessions. 2 weeks OFF. Feedback from surveyed orientation students revealed that printed materials are important to students and families. Tori and Julia are developing brochure/guide template for colleges/units across campus to fill in. Anticipated summer roll-out. Q&A: Will this replace student folders? To be determined. Who is paying for this? To be determined.

Searching for next cohort of Orientation Leaders. 16 positions. Application open now and until 10/7. Send Tori names of students you'd like to see in that role. Interviews begin week of 10/10 and in place by December. Workshopping new idea for a third small group at first semester orientation sessions with a focus on the purpose of advising, role of an advisor, and demonstration/tutorials of SAGE and Athena. Anticipating continuing to offer first advising appointments at 12:15. The 4<sup>th</sup> of July holiday, which is typically an 'off' week for Orientation will be the week prior to the holiday.

d. Updates from the Office of Academic Advising Services (Julia Butler-Mayes):

i. WelcomeUGA: Second year guide, organized around different areas (major, career, experience, community/connection, etc). Feedback welcome. Work in progress.

ii. Dr. Naomi Norman: UGA has a stellar first year retention rate, but every subsequent year, we are losing around 4-5% of students. Dr. Norman and others are focusing on a multi-pronged approach to this issue. The first step is to develop a SAGE flag which advisors can raise, making notes based on conversations with students who are contemplating leaving UGA. The raised flag prompts a personal follow-up from "someone with authority" in the hopes of addressing any needs which might enable that student to stay on campus. SAGE team is working on flag. Data shows that some students leave after core (which we can assume is because they are moving onto degree program UGA doesn't offer) but some are leaving after 7-8 semesters. Why? Are they completing elsewhere? Flag can be raised by students, as well. Hope/goal to include faculty in conversations and processes. Dr. Norman will return with draft of multi-pronged approach. Invitation to contact Dr. Norman with additional thoughts or questions.

iii. Retention committee will be reinstated. Dr. Norman would like to be a member.

iv. Will Lewis and Ellen Pauloski are large and small group representatives for AACC.

## VII. Adjournment

Please Note: The next regular meeting will be Friday, October 18, 2019 from 10:00-11:30 a.m. in the Peabody Board Room.

### **Academic Advising Coordinating Council Mission Statement:**

*Representing undergraduate academic advisors from all University of Georgia schools and colleges, the Academic Advising Coordinating Council will provide expertise, leadership, and support for the academic advising needs of the university community. Through best practices in training, mentoring, research, and evaluation, the Council will maintain excellence in academic advising and facilitate student success, retention, and degree completion.*