

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 Discussed 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