

Advisors' Council
August 31st, 2016
UC Signal Mountain Room

Members Attending: April Anderson, Laura Bass, Debbie Bell, Vikki Bernotski, Brad Bond, Nicole Brown, Angelique Cook, Donna Cooper, Amy Davis, Jena Doolittle, Rebecca Drago, Lindsey Felix, Yancy Freehman, Diana Fryar, Katie Hargrave, Squoia Holmes, Chris Horne, Elizabeth Johnson, Nicole Jones, Sherrell Jordan, Laura Lee, Rebecca Littleton, Emily Martin, Kayla McAuliffe, Joseph McCauley, Deardra McGee, Amber Noblit, Shana Oates, Nichole Orr, Linda Orth, Nikki Ownby, Sevan Paris, Sumer Patterson, Jessica Pierce, Carl Raus, Mary Beth Rayner, Darris Saylor, Samantha Skidmore, Lisa Tarr, Brian Tucker, Marjorie Whiteside, Sarah Wright, Sandy Zitkus

Others in Attendance: n/a

Call to Order: Elizabeth Johnson at 8:49am

Approval of Minutes:

A motion was made to approve the July minutes by Vikki Bernotski; this motion was seconded by Lindsey Felix.

Announcements:

Elizabeth Johnson reminded the group that the NACADA annual conference will be in Atlanta October 5th – 8th; the early bird registration deadline is September 2nd.

Professional Development:

1. **Focus 2:** Elizabeth Johnson presented information on the Focus 2 program that students can use for major/career exploration. She reminded the group that you need an @mocs.utc.edu email address to register for an account; if any of the advisors wanted an account and didn't have this email domain, they needed to email Elizabeth for access. She encouraged advisors to use this program to help students start thinking about majors, career options, and career outlooks; it is a good resource to refer students to whenever an advisor refers them to another program or to an Undecided advisor in the Center for Advisement.

Donna Cooper announced that another good resource to refer students to is the "What Can I Do With This Major?" link on the Career Services website.

Brian Tucker asked if there was a way to view the gold bar graphs that used to be visible before the update to Focus 2. Elizabeth said that she would look into it.

Jessica Pierce walked through the steps on how to create an account, complete an assessment, and view the results. The test can be found by clicking on the "start the test" button on utc.edu/advise.

Elizabeth reminded the attendees that only UTC majors pull into the "majors column."

- 2. Academic Forgiveness:** Linda Orth provided an update on the Academic Forgiveness policy. She explained that the policy changed to anything is forgiven 4 years and prior (ex. A student that applies now (Fall 2016), academic forgiveness would begin in Summer 2012). It removes Ds, Fs, and NCs from the student's GPA. Academic Forgiveness is only granted one time, and it is irrevocable; the student must be current registered. Linda reviewed the process: A student would submit the appropriate form to Records; Linda reviews the student's record; Linda informs the student what will be forgiven (but does not tell them how it will impact their degree); student needs to go back to Records to resign the form; Academic Forgiveness will then be applied to the student's record. Linda reminded the group that the grades stay on the transcript; however, the grades of D, F, and/or NC are no longer calculated in the GPA or earned hours. The students also get their grade replacements back. Linda then discussed the course sequencing policy in which if a student has successfully completed a higher level course in a sequence, the student does not need to complete the lower-level sequence course. This policy is for any student; not just students that apply for Academic Forgiveness.

Chris Horne asked if departments can opt out of the course sequence policy; Linda replied saying the department would have to submit a proposal to curriculum.

Rebecca Dragoo reminded the group that students might need prerequisite overrides if they are using this sequence policy.

Linda reminded the group to inform the Records Office to apply the exception to a student's MyMocsDegree if this sequence policy applies to the student.

- 3. Incomplete Grades:** Linda Orth presented on the Incomplete Grades policy/process. She said to be cautious of students that have an incomplete and are currently enrolled for the course in the upcoming semester; a repeat would be applied if this remained.

Mary Beth Rayner asked about students being dropped from upcoming courses if they receive an "I" in a prerequisite course; Linda said this will happen because Incompletes are grades.

Linda also explained that any time a student puts something in an appeal that goes through their office that falls under Title IX, they are obligated to report it. Yancy followed-up by saying this is true for any appeals that go through Admissions and Financial Aid.

Debbie Bell asked about what happens if prospective students disclose this information in an application since they are not current students. Yancy replied stated that the Admission's appeals he was previously referring to were readmission appeals, not for prospective students. Also, he said that Title IX isn't meant to be punitive; rather, it is there to provide the appropriate services and resources.

Questions/Concerns/Updates:

Linda announced the changes in the Records Office. She said that Sandy Zitkus's new role is all about curriculum; she will also be the "software guru" with the new curriculum software that they will use. Sandy will also be in charge of both catalogs, as well as creating a combined undergraduate and graduate catalog to be one university catalog. Linda announced that Rebecca Dragoo is now an Associate Registrar, and has assumed the registration process and responsibilities for graduation specialists and commencement. Linda explained that the graduation specialists are working on revising their processes, to include a required information session for GCANs, and that the graduation specialist will become the student's advisor in their last semester. Linda also announced that Squoia Holmes is now an Assistant Registrar, and she will be in charge of all veteran's paperwork (benefits and non-benefits); she is located in 117 UC.

Linda also announced that even though registration ended on Sunday at midnight, she is still helping students through the end of the day today.

Yancy reviewed a PDF that showed the comparison between enrollment last year on the 9th day to this year on the 9th day. He also reminded the group that "Campus" will be rolled out on October 11th. Yancy also announced that Academic Advisors will be exempted from the FSLA changes, and Human Resources is planning information meetings for the campus community.

Jessica Pierce asked Yancy to clarify what qualifies as a campaign in EAB. He replied saying that if it is targeted to a specific group of students and the advisor keeps records of the outcome, then it is considered a campaign.

Elizabeth had the new advisors introduce themselves:

- Jena Doolittle is a new advisor in the Center for Advisement. She will be advising first-year students in Biology, Environmental Science, Geology, and Math. (Jenafer-doolittle@utc.edu)
- Brad Bond is the newest addition to the Center for Advisement. He will be advising first-year students in HHP, Chemistry, and Physics. (Bradley-bond@utc.edu)
- Darris Saylor is a new advisor in the Honors College. (darris-saylors@utc.edu)

Lindsey Felix announced the fall modules that will be offered for the Training Certificate. She reminded the group to go to the advisement website to sign-up for the trainings.

Katie Hargrave asked if students can have their preferred name in Banner rather than their legal name. Linda replied saying this is not a function in Banner. Yancy replied saying that this is on Banner's radar.

Mary Beth Rayner reminded the group to send her items for the upcoming newsletter by the end of the week.

Angelique Cook asked if the immunization hold could be lifted for transfer students that are admitted after the last transfer orientation. Elizabeth said she would look into it. Angelique also commented that students' names do not populate in Outlook anymore; Elizabeth referred her to IT for solutions.

Jessica Pierce asked the advisors to review the override information on the advisement website; she asked the advisors to confirm and/or send updates to her.

Adjournment: Meeting was adjourned by Elizabeth Johnson at 9:53am.