

Advisors' Council

January 18, 2017

UC Signal Mountain Room

Members in Attendance: April Anderson, Laura Bass, Debbie Bell, Vikki Bernotski, Bradley Bond, Nicole Brown, Angelique Cook, Donna Cooper, Sue Culpepper, Amy Davis, Jena Doolittle, Lindsey Felix, Yancy Freeman, Diana Fryar, Avalon Gourlay, Stacie Grisham, Katie Hargrave, Jason Harville, Squoia Holmes, Chris Horne, Rebecca Littleton, Emily Martin, Kayla McAuliffe, Joseph McCauley, Gary McDonald, Amber Noblit, Shana Oates, Nichole Orr, Nikki Ownby, Sevan Paris, Mary Beth Rayner, Daeja Robinson, Darris Saylor, Carrie Sherbesman, Brian Tucker, Marjorie Whiteside, Sarah Wright, Sandy Zitkus

Others in Attendance: Diana Welch (Records Office)

Call to Order: Mary Beth Rayner at 8:45am

Minutes: A motion was made to approve the minutes from December 7, 2016 by Lindsey Felix; the motion was seconded by Bryan Tucker.

Announcements:

Mary Beth Rayner made the following announcements:

- Sevan Paris accepted the Complete College Advisor position in the Center for Advisement.
- Council members need to review the current bylaws; members will have an opportunity to present recommended changes to the council at the meeting in February; voting will take place in March.
- Nominations for Leadership Team officer positions will be received during the March meeting; voting will take place in April.

Donna Cooper announced that Career Day will be held Wednesday, February 1st and Thursday, February 2nd. Volunteers are needed; a sign-up sheet was passed around during the meeting. Individuals wanting to volunteer who did not sign up may call Donna at ext. 4184. There are numerous Career and Student Employment Center events this spring 2017; a calendar of events was provided to those in attendance.

Professional Development:

- MyMocsDegree Planner: Tabled for future meeting.
- Fall 2016 Advising Survey Results: Avalon Gourlay presented an overview of the results from the Fall 2016 Advising Survey. The survey was open for 8 weeks and was available to over 10,000 students. Students accessed the survey through a link in their MyMocsNet account. Students were encouraged to complete the survey multiple times through email. Results will be posted on the Advisors' Council website. Avalon noted that a question was added to the survey to provide a more accurate representation of who the student was "thinking" about as their advisor when answering questions.
 - Katie Hargrave asked if advisors would have access to the results.
 - Avalon responded that she presents the results at the college level to Deans' Council, then at the department level to the Council of Academic Department

Heads. The Deans/Department Heads share the information at their discretion. She encouraged advisors to request results from their department.

- Sue Culpepper stated that the survey results provide a good opportunity to look for the “little things” to help a student. She suggested rather than lengthening meetings, make the meetings more impactful for the student.
 - Avalon further commented that the results should not be used as an evaluation of advisors’ jobs.
 - Marjorie Whiteside asked if the survey dates should be expanded since advising is a year-round process for many departments.
 - Avalon replied that the committee is in the process of trying to expand the dates of the survey.
 - Marjorie asked if the survey was currently open.
 - Avalon replied that the survey was not currently open.
 - Avalon will email a “printable” survey instruction card to Advisors Council for distribution to students.
- XE Student Profile (Addition to agenda): Diane Welch presented an overview of the Student Advisory Profile. The tool is available online through SSB (Self Service Banner) under the Faculty Services menu. This function takes the information from the most used tabs in SSB and places them in a central location. If you would like to request additional tabs, email Diane-Welch@utc.edu. Diane noted that there will not be any formal training available.
 - Sevan Paris asked if the information in XE was live or was there a delay.
 - Diane replied that all information was current.
 - Angelique Cook asked if XE could be accessed from MMD.
 - Diane replied that it could not.
 - Mary Beth Rayner asked if the email option in XE links to Outlook
 - Diane replied that it does link to Outlook.
 - Diane also noted that students can access/see their own profile

Questions/Concerns/Updates:

Debbie Bell asked that we keep the Innovations in Honors program in mind as we advise students. It is a two-year program; students completing the program (with 18 hours) will graduate with Innovations Scholars distinction. Should a student graduate with 24 hours of program coursework, they will graduate with Honors distinction. Students must have a 3.25 GPA to apply; application deadline is March 1st.

Stacie Grisham provided an update on SSC Campus. There has been a slight delay, caused by a technical error that has impacted multiple campuses. She will reach out to all advisors throughout the semester. The rollout will be gradual, the first group will be the Center for Advisement, followed by Business, etc.

Carrie Sherbesman stated that orientation dates have been announced and registration is online. She provided a handout that lists all freshman and transfer orientation dates as well as the AIQ registration dates. If you did not receive the handout and would like one, email Carrie-Sherbesman@utc.edu.

Vikki Bernotski asked if there was anyone attending the Region 3 NACADA conference in Raleigh, NC. She inquired how people were traveling (i.e. air/car). Additionally, she noted that the conference was after priority registration.

Meeting was adjourned at 9:32 am

Before leaving Yancy Freeman made a few announcements:

- **New Advising Model:** Yancy announced that there has been some concern about a New Advising Policy. He reiterated to the group that changes have not been made. He is presenting a proposed advising model to numerous groups on campus (Deans, Department Heads, Faculty and Advisors) to gather feedback; he is looking for common ground, and to further conversations where there are differences.
- **Alternate Pins/Holds:** Yancy announced that the University is in the process of replacing Alternate Pins with Advising Holds for registration purposes.
 - Shana Oates asked if the Hold could only be removed by the student's assigned advisor.
 - Yancy replied that anyone could remove the Hold, however, the system can track who the Hold was removed by.
 - Debbie Bell questioned whether or not a student could have more than one advising Hold.
 - Yancy stated that more than one Hold could be issued, but cautioned that would create another hurdle for students and could potentially delay a student's registration.
 - Marjorie Whiteside asked when the conversion from Alternate Pins to Holds would take place.
 - Yancy replied that the University will issue Holds for Fall 2017 pre-priority registration and will be entered the same time pins have been in the past.
 - Mary Beth Rayner asked if advisors are allowed to tell students that Pins will not be issued for fall registration.
 - Yancy asked for a little more time before announcing the change to students.
 - Nichole Orr questioned if there will be a batch function for issuing Holds.
 - Yancy indicated that he has asked the Banner team to review that ability and he will provide an update at next month's meeting.
 - Avalon Gourlay inquired if a report on Holds could be pulled.
 - Yancy responded that we should always be able to run a report.
 - Laura Bass asked if we would use Pins or Holds for Summer 17 registration.
 - Yancy said that we would use Pins for summer registration this year.
 - Laura questioned if summer registration would have Holds in the future.
 - Yancy responded that summer terms will have Holds as well.
 - Vikki Bernotski commented that her previous institution used Holds; she felt like it was a very effective system. She further noted that it may also provide the advisor more control because they can reissue the Hold if the student needed to come back in.
 - Angelique Cook asked if the advising Hold would impact other departments' Holds.
 - Yancy indicated that the Holds would be separate; so it would not affect other areas.

- Marjorie Whiteside questioned if a Hold for summer and fall could be removed at the same time.
 - Yancy said he is working with Banner on this issue.

Minutes submitted by Amber Noblit