

Advisor's Council
December 6, 2017

Attendees: April Anderson, Laura Bass, Meagon Bean, Vikki Bernotski, Theresa Blackman, Bradley Bond, Nicole Brown, Donna Cooper, Sue Culpepper, Julie David, Amy Davis, Jena Doolittle, Rebecca Drago, Lindsey Felix, Diana Fryar, Stacie Grisham, Jennifer Guess, Squoia Holmes, Sherrell Jordan, Elizabeth Johnson, Laura Lee, Robert Liddell, Rebecca Littleton, Kayla McAuliffe, Deadra McGee, Amber Noblit, Mary Beth Ondrusek, Nikki Ownby, Sevan Paris, Sumer Patterson, Jessica Pierce, Daeja Robinson, Carrie Sherbesman, Samantha Skidmore (Freeman), Robin Sturnes, Brian Tucker, Donisia Ward, Sherese Williams, Sandy Zitkus

Mary Beth Ondrusek called the meeting to order at 8:47am.

Jessica Pierce motioned to approve the minutes, Rob Liddell second to motion. Minutes Approved.

Announcements

December newsletter-email to Vikki-Bernotski@utc.edu by Friday, December 8.

Advisor Training Certificates

April Anderson, Laura Bass, Vikki Bernotski, Theresa Blackman, Brad bond, Jena Doolittle, Lindsey Felix, Stacie Grisham, Jennifer Guess, Elizabeth Johnson, Kayla McAuliffe, Amber Noblit, Jessica Pierce, Brian Tucker, Sherese Williams

Thank you to training committee and they are working on the next step (master training certificate).

Communication Elevator Pitch (Nicole Brown)

BA, 33 credit hour major in Frist Hall. 18 credit minor. Story telling foundation and crafting mastering the art of communication, not all broadcasting-event planning, social media, video and radio production. Comm ethics and law. 4 semesters of language and core and elective courses to explore their interests. Alumni do things such as journalism, photography, ministry, healthcare, fundraising, business, and reality TV. Students have hands-on experience from FR through SR year. Internship program. Lindsey Felix asked about BS in Comm to drop language. There is talk, but nothing on horizon. Fast track FL by taking courses in the summer. Nikki-All students required to have internship? High percent that do, but some students submit to do their own independent project/directed studies (must be facilitated by faculty member). Deardra-What type of student does not fit/what should I look for in a student. Any student who wants to express themselves and event planning is new. Students who are creative in a variety of ways.

Advising Holds Discussion

Open floor on how holds went: Sandy Zitkus (from Records perspective) graduate and non-degree seeking student issues. Biggest issue was online orientation students so worked closely with Orientation office and have plans for the future. Pulling reports to look for holds instead of PINs. Donna Cooper-nice to not have emails of lost PINs. Jessica Pierce-agree with not having to email lost PINs. Overall holds are good. Students have emailed that is better for them. Having trouble lifting at home without. Truly a one at a time lifting instead of being able to mail merge PINs. Holds placed so late so could not have utilized fall break to lift holds. (Mary Beth Ondrusek: Lifting holds at home got fixed.)

Bursar and Parking holds were placed after she lifted advising holds so it was frustrating and embarrassing. (Sandy Zitkus: Holds not on until last minute for these due to payment plans.) Rebecca Dragoo: Holds are put on after last day to drop with W and payment plans. Mary Beth Ondrusek: Need a breakdown of when different holds are applied. Theresa Blackman: Students could see they had no balance for the fall, but had parking and Bursar hold-talked to bursar and was told they had bursar due to parking but no bill for bursar. Laura Bass: student had hold for the change given after paying a fee. Stacie Grisham-direct students to Mocs One for questions about holds. Theresa Blackman: apprehensive about anyone being able to lift the hold. Worried that accountability on advisor's part to lift holds for assigned students. Sandy Zitkus: rely on us to report abuse of power for lifting holds. Ask Records if you need to see who removed hold. Jennifer Guess: Requirement for holds for online orientation? Carrie Sherbesman: Hold is placed on account; time ticket opens at 2pm. Tell students it is a requirement to complete online orientation. Jessica Pierce: communication on immunization? Carrie Sherbesman: yes, from orientation, but not sure of student health. Students told to meet with advisor, do orientation, and information for student health for immunizations. Send students back to health services for immunization holds. Donna Cooper: Listed advisor on MMD, but using different advisor. Does student need to fill out paperwork on changing advisor? Sandy Zitkus: anyone can lift hold and it is up to department to list correct advisor. Sandy Zitkus: No holds for summer, but may have spring or fall hold that need to be lifted. Sevan Paris: For students starting in the summer-do they have to register for summer before fall hold is placed? Records going to check to see how this is going to work. Vikki Bernotski: Will incoming summer students have hold to ensure they register for the correct courses/see an advisor? Sandy Zitkus: No, but will have fall hold.

Updates

Advising Model-Elizabeth Johnson: the committee looked at what we currently do across campus and other peer institutions. There is not a set way for best advising. Recommendations for our campus: we could not come up with one way. Agree on all students have access to professional advisors, increase number of professional advisors, uniformity of expectations across campus, consistent training, add administration positions to create advising ladder for advisor to move up.

Career Development Alliance- Rob Liddell: Welcome Meagon Bean to UCS as the new career counselor. She will be connecting students with faculty, staff, and employers to help students find their path. Dec. 8 at 10am in Signal Mountain Room. UTC human resources will be talking about applicant tracking for us to help students with the application process. Learning outcomes in compliance assist. Events: COB webinar in January-serving underrepresented groups. Suit-Up in January-6:30-9:30pm-transportation provided if needed to JC Penney in Hamilton Place Mall. Over 200 students registered as of now. Another push in January. Ask Jennifer for different flyers with link, website, and QR code. Looking for volunteers for the evening-direct and consult (sign up: www.SignUpGenius.com/go/60B094FABA92AAA8-utccollege). Students will get 40% off coupon and they can get interview outfit or professional attire for larger discount. JC Penney will be open to just UTC students that evening. Available to graduate students as well as undergraduate students. Spring Career Fair Feb 1 from 1-3 and 5-7. Possibly 2 different rooms. Looking for volunteers for these times as well. (See attached flyers and postings for more information on these events)

Advising Promotion- Vikki Bernotski: Thank you to everyone who participated in the fall. The spring promotion will be March 19, 20, and 21 from 10am-12pm with coffee each day. A sign-up sheet will be going out soon.

Questions/Concerns/Updates

Elizabeth Johnson: Over 1000 students took the advising survey in the fall. Rebecca Dragoo: Report timeticket issues to her to troubleshoot-not timeticket or wrong time. Stacie Grisham: AIQ dates set-will be sent out with minutes and large dates in newsletter. SSC Campus-students must be enrolled in current or future term to show up in Campus. Once enrolled-should be in system within 48 hours. Advisors will need to manually schedule appointments with RA or new students. IT is getting involved as well to assist with functionality. New Appointment Center is rolling out, so please go in training site and play with this. Risk factor is being updated. Guide App- demo for first-time freshman and appointment feature is about to go live in the app so students can also then sync with phone calendar. Carrie Sherbesman: orientation dates will be in newsletter, added a FR session (7 total). Flyer will be sent out this month.

Meeting adjourned at 9:45 am by Mary Beth Ondrusek.

CDA: Career Development Alliance December Meeting (Friday, December 8th at 10-11 a.m. in the UC Signal Mountain Room)

- Todd Dockery and Staci Lee (UTC Human Resources) will discuss Applicant Tracking Systems and how job seekers can optimize their application materials
- Cindy Williamson (UTC Office of Planning, Evaluation and Institutional Research) will discuss learning outcome reporting through Compliance Assist and initiate a dialogue about First Destination Outcome reporting
- Members were asked to bring in their calendar items for the Spring term at the November meeting to share/coordinate

JC Penny Suit-Up, offered in partnership with the Pre-Health Careers Advising Office and University Career Services, will be held on Sunday, January 21, 2018 at the Hamilton Place Mall (JC Penny). Please see attached flyer for additional information. We are asking for the Advisors' Council membership to promote this event and consider volunteering to support our students in this private UTC event. Transportation from campus to Hamilton Place Mall (and return) will be provided beginning at 6 p.m. until 10 p.m. Prior registration is requested.

The Joseph F. Decosimo Success Center within the UTC College of Business is hosting a **webinar entitled "Filling the Gap: Engaging Historically Underrepresented Groups"** on Wednesday, January 24, 2018. This professional development session is offered by the National Association of Colleges and Employers and facilitated by Ms.

Jakora Holman & Ms. Wenylla Reid, both serving at Rutgers University-New Brunswick. The webinar will be hosted in Fletcher Hall Room 418 from 1-2 p.m.

Spring Career Fair will be held on Thursday, February 1st in the UC Tennessee Room. We are introducing a new format for this event. University Career Services will be registering employers in a time block between 1-3 p.m. and/or 5-7 p.m. The reason for this change is to better align with student course taking patterns and availability. Further, we are seeking to value our recruiting partners time/effort. More information, including flyers/buttons will be made available at the beginning of the Spring term.

JCPenney

SUIT-UP EVENT

 THE UNIVERSITY OF TENNESSEE
CHATTANOOGA



SHOP CAREER DRESS APPAREL

EVERYTHING YOU NEED TO FINISH YOUR LOOK FOR THAT NEXT INTERVIEW OR NEW JOB - INCLUDING SUITS, DRESSES, SPORT COATS, DRESS PANTS, SHOES AND ACCESSORIES.

GIVEAWAYS/PRIZES

STOP BY SEPHORA AND THE SALON INSIDE JCPENNEY FOR A CHANCE TO WIN PRIZES.

SEPHORA INSIDE JCPENNEY

SEPHORA BEAUTY CONSULTANTS WILL BE AVAILABLE TO PROVIDE ADVICE AND SUGGESTIONS ON A PROFESSIONAL MAKE-UP LOOK.

SALON

FREE SALON CONSULTATION WILL BE AVAILABLE.

PORTRAIT STUDIO

DISCOUNTED SERVICE FOR PROFESSIONAL HEADSHOT PACKAGES.

EXTRA 40% OFF*

select men's & women's career dress
apparel & shoes

*Show your UTCID to get your special
discount card

LOCATION:

JCPENNEY STORE
2100 HAMILTON PLACE BLVD
CHATTANOOGA, TN 37421

THROUGH PARTNERSHIP WITH:

UTC PRE-HEALTH PROFESSIONS ADVISING

Jennifer Guess, PhD • 423-425-4573

UTC UNIVERSITY CAREER SERVICES

Rob Liddell, PhD • 423-425-4184

Pre-registration is required
CLICK HERE TO REGISTER

SUNDAY, JAN 21 | 6:30 PM – 9:30 PM

Please call UTC Pre-Health Professions Advising or University Career Services one week prior to the event if accommodations are needed.

 UTC is an EEO/AA/Title VI & IX/Section 504/ADA/ADEA Institution.
UTC is a comprehensive, community engaged campus of the UT System.