Advisors' Council
March 20, 2019
8:45am
Signal Mountain Room

I.   Welcome

      a.   Call the meeting to order: 8:48am

II.   Vote on Minutes

III.   Jason Harville votes to approve the minutes Scott seconds, minutes approved

III. Announcements

IV.   Bylaw Revision Proposal Voting

      a.   no voting today as we did not met quorum so keep an eye on your email for an electronic voting special meeting

V.   Leadership Team Nominations – due to low numbers in the meeting nominations will be accepted via email through 3/29

      a.   Chair nominations – Mary Beth Nominates Laura Bass – Accepts

      b.   Secretary – Mary Beth Nominates Theresa Blackman – Accepts

      c.   Training – no nominations at this time

      d.   Assessment – Jessica Pierce nominates Mary Beth Onderusk – Accepts

VI.   MyMocsDegree Planner Updates – many of these errors will be resolved with the new face that should be up by August

      a.   ZK error during What If – comes from creating an entire plan and saving the whole thing at once. The issue is being worked on so save in increments until it sorts out.

      b.   Registration through planner is live for Fall 2019

            i.   Students with multiple locked plans have the ability to register for individual courses from those plans, they are not lumped together.

            ii.   When you are advising a student with a wild card/any course it will lead them to register for a co-op work experience. It may resolve with the upgrade but the work around for now is to be more specific with courses list specific options or a specific class.

c. Questions/Comments

   i. Jessica Pierce – Any updates on whether the CC course numbers will be removed?

      1. Stacie – it's not fixed yet but it is on the list to be addressed

   ii. When they click on the attribute it was showing old courses, it is no longer doing that it should show only live courses

      1. If you run across an old course, please email Dianna Fryer

   iii. Jessica Pierce- there are still 2 SSCI attributes can that be addressed?

      1. In the class schedule there are 2 Behavioral Social Science and Behavioral Social Science 2014 they need to search for the one without the 2014 which is different from all the other attributes

   iv. Banner team is working on reporting through MMD Planner; they have been asked to come share that and it should be in a month or so. There should be reporting that will come that will show when the last update to a student plan has been made and who has plans.

      1. This will be very helpful for class prediction

d. Banner updates

   i. registration will be live through the Elucian go app and it will remove the 3rd registration page. Student will be able to register through mobile devices

   ii. Chrome has some issues with pop out information in registration. If students reach out advise them to use another browser until its resolved. It still works in Chrome just not as convenient

   iii. Questions

      1. Jessica Pierce: The Plan audit is a bit wonky its placing major specific courses as electives. It's also not tracking registered summer courses for some students

         a. Testing will be done and Dianna will get back with us

      2. Heather – Is there a way we can get the refresh option?

         a. That is a Records access only option contact Records via email and they can refresh the plan for you.

VII.   Mission Statement Activity

a.   Spend a few moments giving feedback with the handout (attached) look at the statements and indicate what your top 10, what are the most important you do as an advisor? This information will be used by assessment to help us develop a mission statement. You do not need to rank them, that will be done at a later meeting.

b.   Please bring this sheet to the next meeting so that we can use this to further develop a mission statement.

VIII. Updates
   a.   Advising Promotion

a.   Tabling will occur April 2nd and 3rd we still need volunteers for both days

b.   I will be resending the promo electronic packet so please promote to your students via email and text

c.   Update on gift bags: several departments around campus have donated some cool things, we also have an exclusive coffee mug with this year's theme designed for the winners in each area

   i.   We will award the winners at the next council meeting

   b.   Awards & Recognition

a. survey link is open for you to nominate folks for recognition that link will be open until the Monday after commencement.

c. Career Development Alliance
   i.   next meeting Tuesday, April 9th in the EMCS *Room Number TBA* at 8:45
   ii.   Alliance members will be presenting on 4/10 more information will be forthcoming
   iii.   webinars - The Career Development Alliance will feature a series of webinars offered by the Southern Association of Colleges and Employers. If interested in the topic, please contact Rob Liddell (directly: Robert-Liddell@utc.edu; 423-425-4241) to RSVP.

   1.   How to encourage without scaring parents or freezing students Monday, March 25th 3pm-4pm in the Career Center
   2.   Creating a culture of career development in first time college students, Wednesday April 3rd 3pm-4pm in the Career Center

VIII.   Questions/Concerns/Updates

a.   Fall time ticket breakdown will be sent to Mary Beth and distributed soon

b. UT Promise – stems from UTK and is similar to Knox Achieves

   i. If students have remaining maintenance fees (not covering housing or meal plans) and make less than $50,000 as a house hold as well as maintain TN HOPE requirements UT Promise will cover that remaining fee balance

   ii. There is a community service and mentoring requirement – we will have more details coming on those later

       1. Will the mentoring opportunity be opened to members of the community as well at UTC staff/faculty?

           a. We believe so, but more information and details will be forthcoming

c. If you are having issues with Navigate (SSC Campus) and Brad Bond is out, you can reach out to Stacie to help get it resolved

   i. We are moving Navigate (SSC Campus) to a web based training for new users. We will add lab time after the training video has been viewed.

d. American History Requirement- a graduation requirement is that students have to have completed a unit of American History in high school or 6 credit hours of American History in college. Most US students have done this, but international and GED/non-traditional students often have not.

   i. MyMocsDegree was flagging international students to meet this, but there were some that were not flagged. Students that are juniors and seniors who were not flagged and have not finished this requirement will be allowed to graduate without the requirement. If a student is a sophomore or freshman this requirement will be added.

       1. Communication will be sent out to advisors of those that have the deficiency added ii.

   ii. Questions

           a. Jessica Pierce: With regards to the new funding model, because it will be listed as a deficiency on MMD will that allow it to be funded by the new funding model?

               i. Yes, since it is picked up as needed from a financial aid perspective it will be funded.

           b. Laura Bass: Can we refer student to Records for a formal statement as a requirement?

i. Yes, refer any questions or concerns to Records

IX.   Close
    a. Meeting adjourned at 9:47am