

Advisors' Council
Meeting Agenda

Wednesday, February 19, 2020

8:45am-10:00am

UC - Chickamauga Room

Members in Attendance: Alsobrooks, Sarah, Anderson, April, Bell, Debbie, Blackman, Theresa, Bulmer, Bryan, Cameron, Deanna, Campbell, Catherine, Castro, Carmela, Chambers, Amanda, Culpepper, Sue, Davis, Eunice, Dayton, Andrew, Donlevy, Matthew, Doolittle, Jena, Dragoo, Rebecca, Freeman, Samantha, Grisham, Stacie, Harville, Jason, Jordan, Sherrell, Laseter, Melissa, Littleton, Rebecca, Livermore, Laura, Martin, Emily, McCauley, Joseph, Mitchell, Heather, Noblit, Amber, Ownby, Nikki, Paris, Sevan, Patterson, Sumer, Pierce, Jessica, Samuels, Cymone, Sheppard, Leslie, Sims, Stormy, Sturnes, Robin, Tarr, Lisa, Wells, Joel, Whiteside, Marjorie, Williams, Sherese, Zinner, Max

- 1) Welcome meeting began at 8:48am
- 2) Vote on Minutes
 - a) Minutes will be emailed out by end of the day today (2/19) for January Council and will be voted on in the March meeting along with February Minutes
- 3) Announcements
 - a) Accepting award nominations through the end of the semester
 - i) Submit any awards to Jason-Harville@utc.edu
 - b) Scheduling Pop-up Advising
 - i) Reach out the Theresa-blackman@utc.edu
 - c) Jessica Pierce
 - i) 6 seats left in personal health PT2 8 seats in HHP 4520 Aging and Death Education 2 seats in HHP 4530 Substance Use and Abuse
 - ii) Email Jessica-Pierce01@utc.edu for overrides as the courses are zero'd out
 - d) Brad Bond
 - i) On Tuesday, February 25th, from 3:30-4:30p in UTC Library Room 435 UTC will be hosting a representative from the Educational Advisory Board (EAB). While on campus, EAB will be hosting a focus group for academic advisors regarding the Early Alerts system capability in Navigate. Details about the training session are below. **Space is limited, so please RSVP.** Join us if your schedule permits.
 - (1) Sign-Up here: <https://www.signupgenius.com/go/5080949AAA72AA2FD0-eabadvisor>

(2) Early Alerts Feature Overview

- (a) With the proper permissions, staff or faculty can issue an alert on a student at any time. Alerts are a way to draw attention to a student who might be at risk for a variety of reasons, such as losing financial aid, needing tutoring, or intending to withdraw from the institution. Issuing an alert can draw attention to these students, create a virtual referral, and prompt action from another department. Access to alerts is based on your user role.

- e) March 18th meeting is during Life Planning Seminar we will still meet during that time however, if many folks plan to be at that meeting we will look to reschedule
- f) Suggestions for larger meeting space for future council meetings direct to Nikki-Ownby@utc.edu

4) Events

- a) Brown Bag Lunch – February 19th, 12:00pm-1:00pm
 - i) West Campus Housing
- b) RCOB Pop-up Advising – March 3rd, 10:00am-12:00pm
 - i) We will be sending out volunteer sign ups
- c) CASA Pop-Up Advising – March 16th from 1pm-3pm

5) Laura Livermore, Updates to Study Abroad Program

- a) Study Abroad prep
 - i) Before submitting the financial aid form all courses must be pre-approved by the department. If they are confused or have any questions you can direct them to Laura-Livermore@utc.edu
- b) Study Abroad Advising Form
 - i) As of Fall 2020 the new advising form will be required for all summer and semester long trips. It may not be required for some faculty lead trips
 - ii) We may be seeing this a lot more as fall students begin to prep for going abroad
 - iii) It requires the students to show how the course will work within their degree, and it is then sent to Financial Aid who then will determine if there will be any aid issues
- c) Questions
 - i) Jessica Pierce – How do Electives work

- (1) They would be listed as a program requirement as general electives are program requirements
- ii) Marjorie Whiteside – How do minors work? Who would sign the form in regard to a minor as they do not have an advisor for that minor?
 - (1) They are reworking the form and may require the department head to sign, in the meantime you can defer to the department head if you do not feel you can sign off
- iii) Nikki Ownby – How would petitions be noted?
 - (1) They would be listed and program requirements and the petitions would be handled later
- iv) Stacie Grisham – there would be nice if there was a notes box in case there is a turnover in staff
- v) Bryan Bulmer – is there a way to combine the forms?
 - (1) Currently we are going to stick with the 2 forms but in the future there is a desire to streamline it into one form, and possibly have it online
- vi) Jena Doolittle- Is there a timeline for the form? Deadlines?
 - (1) April 1 is the deadline for summer and the forms are checked and for undecided
 - (2) May 1 is for the Fall Academic Year; November or December 1 for Spring
- vii) Jessica Pierce – often times they cannot provide a syllabus, how can we get those to make sure the course is pre-approved appropriately?
 - (1) Students should be able to get it, as they have already selected a program so the students would need reach out to that program to get the syllabus for the most part. If they are trying to decide between 2 programs Study Abroad can help secure that syllabus
- viii) Nikki Ownby – if they are planning on taking courses not related to their degree, does that mean they cannot go?
 - (1) No, students can still go abroad but they will not be able to use federal aid.
- ix) Jessica Pierce – Pre and Post Approval
 - (1) These are for safety in case students change their classes after they get overseas and they are different classes from what they got preapproved

- x) Lisa Tarr – How many go abroad?
 - (1) Outside of faculty lead for Summer 2020 we currently have 45 and are still enrolling
 - (2) Faculty lead is around 125
 - (3) Spring and summer abroad is around 25 but we are growing
- xi) Lisa Tarr – is there an attempt to make programs suite more structured majors that do not have as many options.
 - (1) We are constantly working on new trips to work with major
- xii) Matthew Donlevy – how do appointments work?
 - (1) Largely appointment based but a student would not be turned away if they just showed up. They prefer appointments as they can be lengthy
- xiii) Marjorie Whiteside – is it still the preference to have Study Abroad 101 done first?
 - (1) It is and the plan to have the 101 recorded and on the website is coming. Students are not prevented from meeting with a study abroad advisor if they have not done 101, but it is preferred

6) Demo of Pre-Health website, Theresa Blackman

- a) Pre-Health Advising Website is live and can be found on CASA's webpage or at the link here: <https://www.utc.edu/pre-health-care-careers/>
- b) Please refer interested students to the site as it holds a wealth of information
- c) The events tile holds all the events up to date for the spring 2020 term, if you have interested students please direct them to that page for more information

7) "Registrar's Minute" – Joel Wells

- a) Remember to tag students as Advised for Fall 2020" so that the Records Office can batch remove holds
 - i) Holds will be placed on March 17th and the batch removal will be done on that day as well
- b) A few changes to the waitlist

- i) Students will now be shown the window of time they have from start to finish to add a course
 - c) A more robust error message for registration errors you can view the new errors here: <https://www.utc.edu/records/registration-information/faqs.php>
- 8) Questions/Concerns/Updates
- a) Sub-committee pitches
 - i) We will begin highlighting the committees again as we move into the summer to encourage folks to volunteer
 - b) By-law vote in March, deadline to submit proposal changes has been extended for another 2 weeks, please email Nikki-Ownby@utc.edu those proposals the link for the current by-laws are listed below
<https://www.utc.edu/advisement/advisor-information/advisors-council/bylaws.php>
 - c) Reminder nominations for leadership roles due in March (election April/May)
 - i) Email nominations to AC Leadership: Nikki-Ownby@utc.edu, Theresa-blackman@utc.edu and Jason-Harville@utc.edu or you can share them in the next meeting
 - (1) Be sure to confirm your nominee is willing to serve in the role
 - d) Updated mission statement: Draft for updated mission statement:
Advising exists to support student success at UTC. Through a collaborative relationship, advisors support a diverse population of students in the holistic development of an educational plan that supports their academic, professional and personal goals.
 - i) Send your comments and edits to erica-holmestrujillo@utc.edu if you have edits to make, she is the chair of the assessment committee moving forward.
- 9) Close at 9:48am

We will meet again on Wednesday, March 18, 2020 in the Chickamauga Room.