

# **Advisors' Council Meeting Agenda**

Wednesday, March 18, 2020

8:45am-10:00am

via Zoom

Members in Attendance: Alsobrooks, Sarah, Anderson, April, Blackman, Emily, Blackman, Theresa, Bulmer, Bryan, Cameron, Deanna, Campbell, Catherine, Castro, Carmela, Chambers, Amanda, Cooper, Donna, Culpepper, Sue, Dayton, Andrew, Donlevy, Matthew, Doolittle, Jena, Dragoo, Rebecca, Felix, Lindsey, Fryar, Diana, Harville, Jason, Holmes Trujillo, Erica, Jordan, Sherrell, Laseter, Melissa, Littleton, Rebecca, Martin, Emily, Mcauliffe, Kayla, McCauley, Joseph, Mitchell, Heather, Noblit, Amber Orr, Nichole, Paris, Sevan, Patterson, Sumer, Pierce, Jessica, Ridder, Zack, Samuels, Cymone, Sheppard, Leslie, Sims, Stormy, Sturnes, Robin, Tarr, Lisa, Ward, Donisia Wells, Joel, Whiteside, Marjorie, Williams, Sherese, Zinner, Max

## **1) Welcome meeting started at 8:42am**

## **2) Voting**

### *a) February Minutes*

*i) Jason Harville Votes to approve the minutes*

*ii) Sue Culpepper seconds*

*iii) Minutes are approved*

### **b) Proposed update to 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) Discussion**

**(a) Jason Harville votes to approve the missions Stormy Sims seconds**

**(b) Mission is approved**

### **c) Changes to bylaws**

- i) The training committee is doing more than just training so we would like to update the name of the committee and the title of the coordinator to reflect the duties they perform
  - (1) Awards and recognition will be folded into that as well
- ii) Promotions committee is doing more and changing the title to communications and promotion
- iii) Transfer Liaison position terminated
  - (1) Stormy Sims motioned to approve the changes to the By-laws
  - (2) Erica
  - (3) By-laws Approved

### **3) Announcements**

- a) Accepting award nominations
- b) All Career Counseling and Mock Interview appointments have been transitioned to phone call sessions. If you have anyone needing any of these services from the Center for Career and Leadership Development, please have them email donna-cooper@utc.edu. Other information regarding our services is being placed on our website.
- c) Rollins College of Business is observing the same protocol

### **4) Events - CANCELED**

- a) Brown Bag Lunch – March 18<sup>th</sup>
- b) Brown Bag Lunch – April 15

### **5) “Registrar’s Minute” – Joel Wells**

- a) Records is open and slightly staffed, please be sure you are healthy and well
- b) Dianna Fryer will return April 15<sup>th</sup> continue sending things to Joel
- c) And paper forms need to be sent to [records@utc.edu](mailto:records@utc.edu) all forms must be sent via UTC email
  - i) If photos are needed to be used please make sure they are framed and clear
- d) Submit your petitions by April 8<sup>th</sup> and May 4<sup>th</sup>
- e) General Education Petitions

- i) If the student can scan or send the form to the faculty so that one form can be uploaded that would be ideal
- 6) Questions/Concerns/Updates
- a) Angelique Cook: Is there a Second date for batch hold lifting?
    - i) March 30<sup>th</sup>/ right before pre-priority registration was suggested
  - b) Assessment Committee will be meeting via Zoom this Friday
  - c) Holds – how will students deal with them now that we are online?
    - i) Library and parking are still operational and students can reach out to take care of those
    - ii) Financial issues students need to reach out to Bursar and Dean of Students to see what the university can do
  - d) Students who need online resources need to fill out the survey on the Covid-19 website
    - i) Sarah Alsobrooks – student did not want to fill out the form that indicated he did not have access to a computer bc he was afraid that the university would make him drop out
  - e) Work Study still being paid?
    - i) Yes
  - f) How is advising working?
    - i) CASA is doing phone, video chat, or email at the appointment time. With email
    - ii) College of Engineering is doing the same
      - (1) Peer tutors have asked about virtual tutoring and they are exploring that
    - iii) ROB is doing the same, pushing advising out via email ahead of time to make sure students are prepared
    - iv) HUB is following a similar model
      - (1) BIOL and PSY are advising mainly through email, BIOL is offering phone support should the student request it
    - v) Integrated studies is following a similar model as well, students can schedule advising via Navigate

- vi) No advising appointments are being cancelled
  - g) Finals Cancelled?
    - i) No changes to the calendar
  - h) How to do phone
    - i) Can forward office phone to cell, but you must be in the office with a local number to do it without the help of IT
  - i) Will students be refunded for cap and gown costs?
    - i) The university is working on it but being that it's through a 3<sup>rd</sup> party we don't have totally authority
  - j) Changes to Academic Regulations? In regards to probation or suspension now that classes are all online with limited support (tutoring)
    - i) No conversations as of yet, but this is not to say that those conversations are not happening at other levels. Historically our students do betting online.
    - ii) Communication will come out as it is released
  - k) Psychology Minor
    - i) No longer required to do the capstone course, (4610, 4600, 4120) they can replace it with a 3000 or 4000 level course. An email will need to be sent to Angelique to process the override
      - (1) Is this catalog year restrictive? No any student under any catalog can make the substitution
- 7) Rescheduled commencement?
- a) Several options are being considered there is a survey out to May/August graduates to determine interest
    - i) Virtual
    - ii) An august ceremony
    - iii) 2020 graduates can participate in Dec. 2020
    - iv) Request to walk? Do students need to submit a request to walk for May 2020?

- (1) We are trying to keep as many process regular as we can, we hope to have more clarity on what is happening in May soon

**8) Future Business:**

- a) Sub-committee pitches
- b) April/May vote on Leadership Roles
  - i) Nominations
    - (1) Chair
      - (a) Theresa Blackman
      - (b) Nikki Ownby
    - (2) Training
      - (a) Jason Harville
    - (3) Assessment
      - (a) Erica Holmes-
    - (4) Secretary
      - (a) Theresa Blackman
      - (b) Kayla McAuliffe
  - c) Curriculum update at April/May meeting

**Keep checking this website for info being shared via  
Scrappy related to COVID-19 measures:**

<https://blog.utc.edu/coronavirus/students/>

**9) Close at 9:58am**

**We will meet again on Wednesday, May 5, 2020 in the Chickamauga Room.**