

# **Advisors' Council**

## **Meeting Agenda**

Wednesday, June 17, 2020

8:45am-10:00am via Zoom

Attendees: Alsobrooks, Sarah, Anderson, April, Beal, Amy, Blackman, Theresa, Boyles, Kayla, Brown, Nicole, Bulmer, Bryan, Cameron, Deanna, Castro, Carmela, Chambers, Amanda, Cook, Angelique, Culpepper, Sue, David, Julie, Dayton, Andrew, Doolittle, Jena, Dragoo, Rebecca, Fryar, Diana, Grisham, Stacie, Harville, Jason, Holmes Trujillo, Erica, Laseter, Melissa, Martin, Emily, Mitchell, Heather, Noblit, Amber, Orr, Nichole, Ownby, Nikki, Paris, Sevan, Patterson, Sumer, Phillips, Teresa, Pierce, Jessica, Ridder, Zack, Samuels, Cymone, Sheppard, Leslie, Swaim, Sumer, Tarr, Lisa, Ward, Donisia, Wells, Joel, Whiteside, Marjorie, Williams, Sherese, Zinner, Max

- 1) Welcome – Nikki Ownby
  - a) Meeting called to order: 8:45a
- 2) Voting on the Minutes- Theresa Blackman
  - a) April/May Minutes
    - i) Navigate Snafu – Navigate updated some functionality and it effected the check in process. Brad Bond was amazing in researching and troubleshooting what those changes meant not only for Advisors' Council but the functionality of campus overall. By the time we were able to learn everything and get communication from Navigate the June meeting for AC was only a few days away. Rather than making folks check in multiple times for different meetings we will move forward on voting on the minutes without a list of attendees. There are not content changes to the minutes.
    - ii) Nikki and Theresa are working on a way to provide K@TE verification for folks for the April/May meeting. That will be sent out to you as soon as details are completed.
  - b) Lisa Tarr votes to accept the Minutes without the listed attendees, Jason Harville seconds
    - i) Minutes are approved
- 3) Award Recipients – Jason Harville
  - a) Several were nominated, the committee deliberated and awarded the following advisors”
    - i) New Advisor – Carmela Castro
    - ii) Professional Advisor – Amanda Chambers
    - iii) Faculty Advisor – Jessica Etheridge
- 4) Math Placement Updates – Erica Holmes Trujillo
  - a) Step Ahead Math
    - i) Registration is now live and can find it on the Step Ahead website [here](#) as well as the Math homepage [here](#) on upcoming events and can register there

- ii) As of now the plan is for Step Ahead to commence on the listed dates (Aug 5-13), proposals have been submitted to figure out with the guidelines posted for reopening of UTC how to execute the program with social distancing and other requirements
  - (1) The higher demand we have for the program, will help sway how the format is developed and how quickly
- iii) Live Chats
  - (1) Meg Kessler is participating in the 2pm live chats at each FR orientation and provides really helpful information about Step Ahead. Student can log in to this chat even if they are not part of that particular orientation session
    - (a) Details such as, structure, content, and other questions are addressed
- b) ACT/R status
  - i) Math department is moving forward with an online math placement test replacing the ACT/R. It is an alternative to step ahead or other math ready prep options for students who are not math ready
  - ii) It is proctored through Pearson and ProctorU and created by our Math department to address specific math needs of our students
  - iii) Placement test is pretty much ready, the contract is working though workflow as soon as that is complete communication will be sent via council
  - iv) Questions
    - (1) Jason Harville– Is there a cost?
      - (a) Unsure as of now, but the guess is there would not be a cost until a maximum number of attempts have been made by a student. More details will be shared when they become available
    - (2) Lisa Tarr – Will it be covering just MATH 1130 or MATH 1710 as well?
      - (a) As of now we understand it will cover all content in Step Ahead program
    - (3) Lindsey Felix – Are just incoming students permitted to take the test?
      - (a) Erica will ask and get back to us
    - (4) Sevan Paris – Will students be able to take it and place into MATH 2150?
      - (a) As of now we understand it will cover all content in Step Ahead program

5) “Registrar’s Minute” – Joel Wells

- a) Catalog
  - i) Apologies for the delay, it is not quite ready to release but is making progress
- b) Restructuring of Records Office
  - i) See attached chart for breakdown
    - (1) Dianna will be overseeing MMD and Graduation
    - (2) Sherrell will be supervising graduation specialist and taking on more responsibilities in commencement and related issues
    - (3) Rebecca continues to run the schedule and will take on more rolls with curriculum and catalog
      - (a) Nick and other academic history team members will partner with Rebecca on curriculum
    - (4) Banner coordinator position is open and will be filled
    - (5) Admin position is vacant
- c) Schedule for the Fall

i) Still in the works it's a puzzle that Records is working hard to solve

d) Questions

i) Nikki Ownby– Has the restructuring changed who we reach out to?

(1) Joel Wells - Restructuring is in 2 phases, currently all points of contact are the same, Nick is still who petition questions would be sent to. Once the contact person changes Joel will update that list

ii) Angelique Cook– In the old version of MMD when entering petitions there was an example, that could be copied and pasted, is that going to be brought back in the new version?

(1) Diana Fryer-We are unable to add that back at this time, it is on the tips hints but are hopeful to add it back once it becomes an option. There is a note option with the new petition format that can be added into the MMD so students will see the detail about the petition

iii) Angelique Cook – the old version of MMD has a new tab for Notes, can this be used?

iv) Diana Fryer-The classic version (old) is a newer version as well, however the newest version (complete overhaul in look) is what students will see so be mindful when you add things in the updated classic version.

v) Angelique Cook – Will the General Education Petition process be moved online anytime soon?

(1) Joel Wells -Pandemic through it off the radar for a bit, but is something that is on the list of things to accomplish. At this time the petition are still run by faculty

vi) Erica Holmes-Trujillo- With questions about new version functionality who do we contact?

(1) Diana Fryer- Sending to Diana is great she is keeping a catalog of requests and things so she has a reference list of things that she is able to help make happen when there are updates or functionality options to customize to UTC

vii) Nikki Ownby– What are the top new features that are coming that we may not need to email about?

(1) Transfer work showing

(2) The way it falls, its great in the mobile version, but getting it better on the computer version

(3) Petitions and other information that used to be custom for UTC

6) Announcements

a) AIQ, 10am-1pm, today

b) Virtual Brown Bag Lunches

i) Working on a list for the summer and fall that will be shared with council

(1) First Summer event will be – maximizing zoom advising meetings

(a) If you have ideas or content you would like to be featured in the brown bag reach out to Jason at [Jason-Harville@utc.edu](mailto:Jason-Harville@utc.edu)

ii) Send ideas to Jason for future brown bags

c) Future Pop-up Events

- i) Math Ready pop-up
  - (1) We will be hosting 2 math ready pop up events to allow students to find out and discuss major specific information in relation to math readiness
  - (2) Dates are: June 30<sup>th</sup> from 1p-3p and July 23<sup>rd</sup> from 10a-12p
  - (3) If attendance is high and there is a need a 3<sup>rd</sup> date is reserved right before Step Ahead on August 3<sup>rd</sup> from 1p-3p
  - (4) Promo committee is meeting next week to discuss format and volunteer needs, that will be sent out to council

- ii) Fall pop-ups
  - (1) Pop-ups will be virtual and the Math Pop up is a road test for how they will function in the fall, more information will be made available once the format has been ironed out. Departments or Centers that are interested in hosting pop-ups for the fall should contact [Theresa-blackman@utc.edu](mailto:Theresa-blackman@utc.edu)

d) Pre-Health update

- i) Orientation resources are listed on the Pre-Health Website [here](#) students interested in healthcare should be encouraged to fill out the radius form. This will allow them to be tagged in Navigate and received communication this summer about resources
- ii) Theresa is seeing students for Pre-Health appointments all summer, should you have interested students refer them to Navigate to schedule an appointment. Instructions on how to schedule a Pre-Health appointment can also be found on the website
- iii) A recording the “Preparing for a Career in Healthcare at UTC” presentation normally given at orientation will be uploaded on the Pre-Health advising website end of this week/beginning of next week

e) Blue Cross and the Power of We

- i) Blue Cross is going to have "The Power of We" again in November. As in previous years, the invitation will be extended to the entire campus. Sue had a brief, initial discussion with the Blue Cross rep, and discussed some exciting ways to conduct a virtual event if necessary.
- ii) The date is November 4.

7) Questions/Concerns/Updates

- a) Angelique Cook – Virtual Lab (VR) with Orientation, is there a hand off process to send students to the VR. Are students articulating what their advisor told them change in the VR?
  - i) Zack Ridder– all Psychology students are referencing speaking to their advisor and what changes they need to make
  - ii) Kayla McAuliffe– we do not think that you can put them VR yourself, but you can put the link to the VR in the chat and they can move to the lab more seamlessly
- b) Jessica Pierce– One more crazy 2020 thing...

- i) **Jessica is having a BABY!**



- ii) She even told us using the official virtual background
- iii) Congratulations Jessica!!!
- c) Angelique Cook – Changes to courses for the fall due to pandemic augmentations, when should students expect those changes to be reflected on their schedule?
  - i) Stacie Grisham – UTC is still working on how it should look, there will be a big announcement once that is made
- d) Nikki Ownby – Is there a tentative date for when that change should be done?
  - i) Stacie Grisham – goal date would be as soon as possible, but we are piecing together resources and options so that when the changes are made its an across the board not piece by piece and it doesn't overload everyone with parts changing at different times
- e) Jena Doolittle – For orientation advising, those that need to refer students for undecided help send them to both Jason Harville and Jena Doolittle. By either cc'ing Jason and Jena or sending them to [advise@utc.edu](mailto:advise@utc.edu)
  - i) At orientation, if you are meeting with a student that expresses a desire to change to undecided or expressed they are unsure about a major you can send them to the VR, but after the fact or you know that the student wants to follow up with an undecided advisor use the above ways to refer
- 8) Future Business:
  - a) Sub-committee pitches
- 9) Close 9:31 am

We will meet again on Wednesday, July 15, 2020. Via zoom or location TBA.

**Please “sign-in” through Navigate:**

1. Open Navigate and scroll to bottom of page
2. Click on Kiosk
3. Select your location as Center for Academic Support and Advisement
4. Scroll to the last service, and click on Supplemental Advising Event
5. Enter your UTCID and click “submit”

If you do not have access to Navigate please email [Theresa-Blackman@utc.edu](mailto:Theresa-Blackman@utc.edu) your UTCID.