Advisors' Council
Meeting Agenda
Wednesday, August 19, 2020
8:45am-10:00am via Zoom

Attendees: Alsobrooks, Sarah, Anderson, April, Beal, Amy, Blackman, Theresa, Bond, Brad, Bulmer, Bryan, Cameron, Deanna, Chambers, Amanda, Donlevy, Matthew, Doolittle, Jena, Dragoo, Rebecca, Grisham, Stacie, Holmes Trujillo, Erica, Laseter, Melissa, Leverett, Ashley, Littleton, Rebecca, Martin, Emily, McCauley, Joseph, Noblit, Amber, Officer, Brittney, Orr, Nichole, Ownby, Nikki, Paris, Sevan, Phillips, Teresa, Pierce, Jessica, Ridder, Zack, Samuels, Cymone, Schmutte, Dana, Sheppard, Leslie, Sims, Stormy, Swaim, Sumer, Tarr, Lisa, Thomas, Kimberly, Wells, Joel, Whiteside, Marjorie, Williams, Sherese, Zinner, Gerda

1) **Welcome –** Nikki Ownby

   a) Meeting called to order 8:45am

2) **Voting on Minutes -** Theresa Blackman

   a) Table voting for next meeting time

3) **New Faces**

   a) Sue Culpepper is retiring in October, we will be sad to see her leave us but are excited for her and her next adventure

      i) Kimberly Thomas, who started this past Friday, will be stepping into the role of Director of the Joseph F. Decosimo Success Center. Prior to UTC she served as Dean of Students at the University of Nevada, Reno. Welcome Kimberly!

   b) New Advisor for the College of Engineering and Computer Science

      i) Dana Schmutte – Moved to Chattanooga in March from Northern Kentucky where she worked at the University of Northern Kentucky in the College of Education. Welcome Dana!

4) **Annual "Roadshow" (CARE Team) -** Brett Fuchs, Associate Dean of Students Office of the Dean of Students

   a) [Roadshow Information 2020-2021 Links](#)

b) [Community Member of Concern](#) – Any Faculty, Staff, or Student that you are concerned about

   i) Anyone have distressed or disruptive behavior (aggressive, threatening) changes in behavior (good attendance and suddenly stop coming to class or outgoing now really withdrawn)

   ii) Worst case scenario the case is closed out no harm no foul.

      (1) Ex. If a student stops coming to class and its reported DOS may do a quick check but if reports from housing and UTCPD come in and there are other bits that are concerning it allows the DOS to have a fuller picture of the concern and best help the individual

      (2) This form allows us to help students with mental health concerns, food and housing insecurities, and other concerns

   iii) This is not to get anyone in trouble, but to get them support. Faculty and staff that are reported are referred to HR for more support in their situation

   iv) Call the CARE team hotline: 423-425-2273 for assistance as well. There is a menu that will connect you to the appropriate service

c) Policy Updates

   i) Title XI have changed but Faculty and Staff obligations have not

      (1) Unfortunately the changes are much less victim focused

   ii) Student Suicide prevention, intervention, post-vention

      (1) TN legislator passed a requirement all state public institutions had to develop a policy to address suicide for faculty, staff, and students

      (2) Out student policy is extensive is in 3 categories

         (a) Prevention – trainings are organized the Tricia Henderson's office some offices are required to have the training but it is encouraged of everyone

            (i) With COVID the trainings are offered online all are encouraged to get the training

         (b) Intervention

            (i) Policy based on state law requires the reporting of any suicide discussion, ideation, or other bringing to up in conversation

1. Students will be assisted by campus resources as needed base on the report

(c) Post-vention

   (i) Anytime a student passes away no matter the situation, there is never a campus wide email sent out with a death of a student

   1. Research shows that clusters can form if a campus wide notification of a completion of suicide occurs

   2. Faculty, staff, and students who are affiliated with that student are notified and offered services

(3) Disruptive Students

(a) You have the authority to remove students who are disruptive in an office or classroom (please do not do this physically) if physical intervention is needed UTCPD should be called

(b) Report that behavior so that if there is a pattern of behavior it can be addressed, it's also so that the behavior can be addressed and resolved

(c) Masks – the interim COVID 19 policies address them

   (i) Makes must be worn at all times, in instructional spaces, only exceptions are in private offices, personal dorm rooms, and when you are sitting down to eat in a designated dining area

   (ii) Traveling from class to class or building to building face masks need to be worn

   (iii) DOS has masks and will provide them if needed, and will handle any reported refusal to wear masks

(4) Absences

(a) [Academic (Absence) Notification Form](#) this is a letter sent to faculty to provide leniency in missed classes

   (i) Students must provide documentation of the issue and it is verified by DOS

   (ii) COVID 19 is the exception, there is not a way to independently verify each COVID case without testing so letters will be sent out notifying faculty of absence and encouraging them to work with students

1. This does not excuse students from completing coursework unless they are actively symptomatic

(5) Honor Code

    (a) Has been updated to discuss UTC specific policies

    (b) Anyone teaching a course MUST report any honor code violations regardless if the faculty member plans to do something about it

        (i) It is not reported out unless there is a hearing

    (c) Faculty must go through the formal reporting process if they wish to do something about the academic dishonesty

        (i) It is a violation of the student's rights to enact consequences of academic dishonesty without going through the formal process

(6) Emergency Service poster

    (a) All faculty and staff will be provided the poster and are encouraged to post this visibly in their office spaces

(7) COVID

    (a) DOS (Dean of Students) is actively monitoring students daily to handle exposure

    (b) Folks may not understand what exposure they have had so reporting it does not harm

        (i) As a precaution students are

    (c) Test results are coming back quickly

    (d) If they have exposure even if they test negative they will have to quarantine because the incubation period they must quarantine for 14 days

        (i) Living with someone that is positive requires a 14 day quarantine after the quarantine time for their positive roommate

(8) Questions

    (a) Sarah Alsobrooks: should we report to the university if a student reports they are exposed to COVID

        (i) Yes, you can report it via the student of concern report

(b) Lisa Tarr – if instructors are notified a student was quarantined or isolated does that mean I am exposed?

   (i) If you are in risk you will be contacted immediately with next steps. If you are seeing a 10 day quarantine period that means they are positive or have symptoms. 14 days are quarantine and may have bene exposed

(c) Katie Hargrave – what if there is a letter that there is not an end date?

   (i) That indicates a household exposure and it is likely they will be in quarantine for 3-4 weeks. Reach out to DOS office if the absence goes on a really long time

(d) Katie Hargrave – how do you recommend we make sure we do not disclose information?

   (i) Most of the time we try to redact the students name, best practice is to have a phone conversation

(e) Nikki Ownby – if a student is 100% online and not living on campus do we report or should the university know if a student is positive?

   (i) Yes, so that we can provide support both for the student and to the community

(f) Lisa Tarr – The folks that work with SOC are wonderful and very responsive. What are the numbers of SOC that were received from March-Now?

   (i) They have been so busy they have not stopped, but it was a lot. We also use Navigate A LOT when working with students we review the notes in Navigate. And we appreciate all the work you as advisors do to reach out and work with the students

(g) Lisa Tarr – what is the status of Scrappy's Cupboard?

   (i) We were getting really low in the summer, but we have had some donations both food and monetary wise and have been able to replenish. We have also been able to give away $850,000 in emergency funding to students over the past 6 months and there is still money available

      1. Running low on CARES Act money so the amounts will be smaller but we still have money to distribute to students in need

5) **Registrar's Minute –**

   a) Petitions, process, and graduation

i) Goal- to help streamline communication from the registrar's office, want to take away the perception that they are the police of graduation and rather partner with advisors throughout the process

(1) Changes –

    (a) Graduation Status Report named has changed to Graduation Evaluation Report False perception that either you are good or you are not the new name provides the perception there is a look at the holistic review and students are hitting all the University requirements

(2) When advisors are copied on an evaluation and action is needed on the advisors part "Action Needed" will be included in the subject header

(3) Petitions

    (a) All graduation specialists are applying petitions for their assigned programs, no matter their status or classification

        (i) Will allow Registrar to track petitions and understand the curriculum and to catch things earlier

            1. If it goes to committee that approval will be applied by the graduation specialist, if it is denied the student will be notified by Diana

                a. Paper petitions that go to committee – Diana will notify the student

                b. MMD Petition – Graduation specialist will notify the advisor

            2. Student will be more familiar with the staff in Registrar and know who to contact

(4) Graduation

    (a) There is now a certified electronic copy of the diploma

        (i) They can log in and create an account to order diploma

        (ii) $10.99 fee will be charged

        (iii) They will still get a paper copy of their diploma, this is an enhancement and if they need a copy for a job or another copy

            1. https://www.utc.edu/registrar/certified-electronic-diploma-cediploma.php

(b) Questions

(c) Nikki Ownby– If advisors have issues do we reach out to the graduation specialist or general Registrar?

(d) A- If it has to do with petitions, things not populating or something is not right you can reach out to the graduation specialist. Other issues and questions directed to current contact within the Registrar's Office

6) **Announcements**

a) Navigate Updates – Brad Bond
   i) Last Thursday general recommendations were sent out via email to help folks see how Navigate can help with virtual appointments, setting proper expectations for students, and making Navigate work for you
      (1) The PowerPoint also shows the student view of scheduling and setting appointments
   ii) Reach out to Brad with any questions at:
      (1) Bradley-Bond@utc.edu
   iii) There may be a new calendar sync coming
      (1) Microsoft is getting rid of the current exchange service we use to sync calendrers – worst case scenario you will get a notification to resync your calendar
         (a) More details to come
   iv) Reminder – If as student does not have a current or future schedule they will not appear on Navigate
      (1) Once they have a schedule it can take up to 24 hours for them appear in the system

b) Pre-Health – Theresa Blackman
   i) We have 3 exciting virtual series for the fall term

      (1) Periodic Ponderings: A workshop and discussion series exploring different careers in healthcare, navigate application and admissions requirements, special topics in healthcare

         (a) Partnering with: Center for Career and Leadership Development for several events including virtual interviews, resume and personal statement writing

         (b) Partnering with : faculty on events focused on research and special interest topics
            (i) Biomechatronics
            (ii) History
            (iii) Research

<li value="2">Virtual Campus Visits: Twelve healthcare graduate programs will be visiting virtually throughout the semester. Join us and chat with admissions representatives to learn more about specific programs without having to travel
   <ol type="a">
   Vanderbilt MD and UTK Vet to confirm dates still

<li value="3">Mocs Move Forward: A Discussion and Application on Diversity in Healthcare: A 6 part discussion series reviewing topics in diversity in healthcare through both a current events and historical lens. With the intention of inspiring Mocs to move towards change in the healthcare system
   <ol type="a">
   This semester we will focus on the experience of African Americans in Healthcare

<ol type="i">
<li value="2">All events can be registered for by faculty, staff, students and UTC by signing up on the Pre-Health website

   <li value="1">Events are also Think Achieve Certified

Health Professions Week is in the final stages of planning and more information to follow – this is a national event UTC will be a part of for the first time. Pre-Health is partnering with Career and Leadership Development on these series as well

<ol type="a">
<li value="3">Logging Hours in K@te – Theresa Blackman
   <ol type="i">
   See attached video for a guide on how to log hours into K@TE

7) Questions/Concerns/Updates

8) Close Meeting closed at 10:00a

We will meet again on Wednesday, September 16, 2020. via Zoom.

Please "sign-in" through Navigate:

1. Open Navigate and scroll to bottom of page
2. Click on Additional Modes
3. Select Kiosk
4. Select your location as "Center for Academic Support and Advisement"
5. Select "Advisors' Council Check In"
6. Enter your UTCID and click "Submit"

If you do not have access to Navigate please sign up here:
https://www.signupgenius.com/go/5080948AFAD29A5F94-fall