Advisors' Council
Meeting Minutes

Wednesday, February 17, 2021
8:45am-10:00am via Zoom

Attendees: Weibel, Rachel, Zinner, Gerda, Hensley, Robert, Sims, Stormy, Mitchell, Heather, Ownby, Nikki, Davis, Eunice, Laseter, Melissa, Bulmer, Bryan, Noblit, Amber, Tarr, Lisa, Chambers, Amanda, Dayton, Andrew, Paris, Sevan, Leverett, Ashley, Swaim, Sumer, Freeman, Samantha, Gill, Kate, Orr, Nichole, Doolittle, Jena, Castro, Carmela, Littleton, Rebecca, Sturnes, Robin, Anderson, April, Ridder, Zack, McCauley, Joseph, Martin, Emily, Alsobrooks, Sarah, Hartman, Hannah, Patterson, Sumer, Holmes Trujillo, Erica, Boyles, Kayla, Sheppard, Leslie, Pierce, Jessica, Bond, Brad, Cooper, Donna, Blackman, Theresa, Phillips, Teresa

Officer, Brittney

1) **Welcome –** Nikki Ownby – 8:49am

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

    a) Lisa Tarr motions to accept the minutes

    b) Bryan Bulmer seconds the motion

    c) Erica Holmes Trujillo – motions to modify

        i) Misspelling of Rachel Weibel last name and misspelling of **Erica** Holmes Trujillo last name. Minutes will be updated but not redistributed as there was no content change to the minutes.

    d) Minutes are accepted with proposed changes

3) **Revisions to Bylaws -** Nikki Ownby

    a) Bylaws sent in meeting for secretary role

        i) Updating job duties and removing editing of the website to collaborating with web editors

    b) Bylaw proposals will be voted on in March

4) **Navigate –** Brad Bond & Kaleb West

    a) **Kaleb West–** UTC alum worked for strategic enrollment mgmt. with Tonia Martin works with Handshake and Navigate. Coming up with some exciting new things

    b) **New Things Coming to Navigate**

        i) Trainings

            (1) Basics training 2/25 3p and 2/26 at 10a

                (a) Most folks have already gotten this down – availability, calendar syncing, main page and reviewing student profile

                (b) Campaign Training – March 1 – geared more towards faculty or those that do not use campaigns much

                (c) Navigate Intermediate 3/17 3p and 3/18 9a – deeper things in Navigate – Manually setting appointments, re-occurring meetings, and advanced search

                (d) We also want to do an advanced training focusing on reporting and data no date set yet but looking at the end of the term

            (2) Changes to Current Navigate

        (a) For the most part the changes are centered around a larger search bar and icon changes

    (3) New Student Scheduler and Availability Links

        (a) We decided to get feedback before hitting the switch on this change, even though they are mainly student based [the changes] advisors will be the one's managing them

        (b) A review session is desired for feedback and handle any questions on the front end. The personal availability links are tied to the new scheduler – no date set for that meeting yet, stay tuned for more details

  ii) Questions

    (1) Lisa Tarr–Can we record the trainings for later use?

        (a) Yes, we would love to have them recorded both for new staff and for achieve purposes. We do plan on having these trainings regularly as well. There is a plan to have UTC and policy specific guides, and training tutorial guide for Navigate recorded for future viewing.

            (i) An inquiry form has been developed for folks to use and allows tracking of issues – all the navigate items do not have a new home but once we are migrated to the drupel site there is a plan to expand the NV agate resources and find them a permanent home

                1. Current site with resources : https://www.utc.edu/strategic-enrollment-technology/crm-training-materials.php

                2. Navigate form: https://www.utc.edu/common/online-forms/auth.php?login&docid=53da6815-5442-48d8-b382-2e27cf4adfda&doctitle=Navigate%20Inquiry%20Form

5) **Registrar's Minute** – Joel Wells

  a) Rebecca will be sending out the registration time ticket grid in the near future. As we did in the fall readmitted students will be incorporated to the time tickets based on their earned hours

  b) Fall registration will be in 1 week and the time tickets are being distributed in a manageable time for advisors and students

  c) Lisa Tarr– will summer be included as well?

    i) Yes, 2 grids will be sent, 1 for summer which starts March 3, and then pre-priority April 8 and fall time slots

6) **Announcements**

  a) New Hires: Kate Gill in RCOB and Irene Hillman as Director, Center for Student Success in ENGR

    i) Kate was an admin in accounting and is now in advising, she is still in training but will be seeing students soon

    ii) Melissa Lassiter announces new person in her office

      (1) Antoine Carson and he is our Student Success Specialist

  b) Advisor Mentor Program Interest Form - Erica Holmes Trujillo

    i) In the Jan meeting we shared there was a request for more networking and engagement. This was a discussion pre-covid – email was sent with Feb Agenda

      (1) Think about it more as a chance to connect rather than a mentor relationship

      (2) Once the interest forms have been gathered (March 1 is the deadline) we will begin pairing, if you have questions be sure to reach out to Erica or Jason

  c) Math readiness not placement will continue

    i)   Math placement test – chatting with the department to change the name, as it makes students think by taking the test they can place into any math course. It's actually meant to place them in MATH 1130, 1710, or 2150 only. That piece will continue, meaning that students with a lower ACT score can take the test and determine if they need to do Step Ahead

    ii) The plan is as of now to have Step Ahead as it was traditionally offered. In Fall 2020 the math department offered a specific course, but they have for Fall 2021 submitted a request to UTC to have Step Ahead offered in the Pre-Covid format

    iii) Questions

        (1) Lisa Tarr– do we know how that class went?

           (a) That section compared to others did not seem to be any real difference, but the question really is how those students will fair in next level math. Erica has meetings with Math to review this information and track these students in their next math courses

d) Brown Bag – Mary Marr, Making the Most Technology (Today at noon)

    i)   It is recorded when the tech works – reach out to Jason for the recording

    ii) Questions

        (1) Where will it be housed? The recordings

           (a) They are placed in the AC Teams Group

e) Volunteers for Marketing & Communication Committee to help web site review/update

    i)   Reach out to Theresa-blackman@utc.edu if you are interested

f) NACADA Region 3 Conference – virtual, April 7th and 8th (pre-conference, March 1-5)

    i)   Very inexpensive – https://nacada.ksu.edu/Events/Annual-Conference/Registration-Information.aspx

g) Orientation and AIQ dates (see below)

7) Future Business

a) Nominations for Leadership due in March

b) Vote on Bylaws proposals in March

8) Questions/Concerns/Updates

a) Stormy Sims - Nominations Reminders

    i)   By winning an award from UTC it allows you to be eligible for NACADA national awards

    ii) Be sure to submit your nominations for new advisor (advising for 3 years or less) campus partner, or advisor (professional advisor who has advised for 3+ years)

b) Lisa Tarr– non students ending up on campaigns – should they have access? Or do they then if there is a change of major (COM)? How do we handle that with the campaign?

    i)   Sumer – students will make an appointment that are not her's and when she reaches out they are picking the wrong location. Once they have been counseled the correct location the meeting is cancelled. Be sure students are selecting correct location

    ii) Stormy Sims– with the campaign they can only choose you, but they can make appointment if you also have availability with general advising as the service

    iii) Brad Bond– should not happen within the campaign – there is an option to turn on a function to only schedule with their assigned advisor – however people like Theresa who see students in who are not assigned to her would no longer be able to do so as it's a campus wide setting

    iv) Lisa Tar– is there a best practices on correcting him in the system? Advisor assignments?

    v) Theresa Blackman – Campaigns are snapshot so it is possible someone was your major when you sent the campaign out and then changed their major, they would still be part of your campaign and get communication from that campaign

    vi) Stacie Grisham– Registrar notification on the back end – advisors can head that communication

    vii) Erica Holmes Trujillo - when they do change their major, they do have the centralized email for where it is applicable for folks COM to Hub use main email not advisor email. If we have a student planning to COM we send them to COB and ENGR general emails – welcome to refer to the Hub by using main email: hubadvise@utc.edu

    viii)   Nikki Ownby – if this is worth creating an ad hoc committee reach out to Nikki to see about coming up with some requested practices for change of major

    ix) Eunice - refer the F1 international students to submit the change of major form at **https://www.utc.edu/international-students/pdfs/change_major_form.pdf**

  c) Theresa Blackman – professional schools are still aware most courses continue to be offered online. Students interested in medical school or other health programs should not be concerned with taking online sciences in Summer or Fall 2021 at this time.

  d) **Jessica Pierce -** My classmates are doing a research project and could use your help!
https://utk.questionpro.com/a/TakeSurvey?tt=3YtgUtnnHb8%3D
just sending the link for anyone who might be interested. It's a very short survey.
the survey is about vaccine hesitation (for a public health course)

    i) Remind folks of PT2 openings – personal health is now open to 15-25 if you need them for students both sections are open and have plenty of spots. Also have some UD courses open – 3 that do not have prereqs –are 0'd out – email Jessica with UTCID or have student go to override page and fill out the form – open to all majors

9) Close - Next meeting on Wednesday, March 17, 2021

10) close at 9:37a

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 email Theresa-Blackman@utc.edu your UTCID.

Orientation Dates 2021

- April 27 – Transfer

- June 7-8 – Freshman
- June 10 – Transfer
- June 14-15 – Freshman
- June 17-18 – Freshman
- June 24-25 – Freshman
- June 29 – Transfer (possible evening date)
- July 12-13 – Freshman
- July 15 – Transfer
- July 19-20 – Freshman
- July 26-27 – Freshman
- July 29/30 – Transfer

AIQ Dates 2021

- April 22 – 9am-12pm (for 4/27 Orientation)
- April 23 – 1pm-4pm (for 4/27 Orientation)
- May 24-28 – AIQ week
- June 3 – 9am-12pm
- June 9 – 1-4pm
- June 11 – 9am-12pm
- June 16 – 9am-12pm
- June 22 – 1pm-4pm
- June 28 – 9am-12pm
- July 6 – 1-4pm
- July 8 – 9am-12pm
- July 14 – 1-4pm
- July 16 – 9-12am
- July 22 – 1-4pm
- July 28 – 9am-12pm