

Advisors' Council

Meeting Agenda

Wednesday, September 18, 2019

8:45am-10:00am

UC - Chickamauga Room

Members in Attendance: Sarah Alsobrooks, Theresa Blackman, Bryan Bulmer, Deanna Cameron, Amanda Chambers, Melanie Chubb, Angelique Cook, Donna Cooper, Sue Culpepper, Julie David, Amy Davis, Eunice Davis, Scott Dayton, Matthew Donlevy, Jena Doolittle, Stacie Grisham, Jason Harville, Erica Holmes-Trujilo, Sherrell Jordan, Melissa Laseter, Laura Lee, Kayla McAuliffe, Deardra McGee, Heather Mitchell, Amber Noblit, Brittany Officer, Nikki Ownby, Sevan Paris, Jessica Pierce, Zack Ridder, Cymone Samuels, Stormy Sims, Lisa Tarr, Donisa Ward, and Max Zinner

- 1) Welcome
 - a) Called to order at 8:48am
- 2) Vote on Minutes
 - a) Jason Harville motions to approve the minutes, Sue Culpepper second
 - b) Minutes approved
- 3) Announcements
 - a) Basic Certificate Recipients Announced – Jason Harville
 - i) Deanna Cameron, Bryan Bulmer Max Zinner, and Cymone Samuels have successfully completed the certificate
 - b) New to Council
 - i) HUB Advisors – College of arts and sciences success center. Rolling out end of Fall beginning of Spring. More updates to come.
 - (1) Deanna Cameron
 - (2) Cymone Samuels

- (3) Max Zinner
 - (4) Bryan Bulmer
 - ii) The Center for Academic Support and Advisement (CASA)
 - iii) Stormy Sims
 - c) Career and Leadership Events
 - i) Volkswagen Event Staffing Need – Deadline at the end of September (various opportunities ~ primarily around the Convention Center)
 - (1) 1500 dealers are set to attend, it's a large event please encourage students to attend. We need about 150 students to attend. Students are paid \$12 an hour and the work required is not complex for students
 - (a) Some jobs include bag checks (CRMJ)
 - ii) Job & Internship Fair – Tuesday, October 1st (UC Tennessee Room; 12-2 p.m., 2:30-3:30 p.m., 4-6 p.m.)
 - iii) Career Development Alliance Meeting – Tuesday, October 8th (UC Chickamauga Room, 8:45-10 a.m.)
 - d) Tags in Navigate for Reserves Transfer
 - i) You can delete the tag, students opt in to the program when they apply to UTC. IF they have already gotten their degree or no longer plan to participate you can delete the tag
- 4) Upcoming Events
- a) First Brown-bag Lunch (Navigate/Campaigns) – Jason Harville
 - i) Today at 12 West Campus House – discussion based not training, learning from one another. Not a presentation
 - ii) If you have ideas for brown bag topics you would like to see please reach out to Jason at Jason-Harville@utc.edu
 - iii) Topics proposed in Council
 - (1) International credit – how advisors can proceed and work with students who have credit
 - (a) International Office has an evaluator but for students on F1 Visas only, all other credit will be reviewed by W.E.S and credit determined by the department credit is sought for.

(b) Call for an information session/brown bag/ or AC topic to allow advisors to learn more

b) Pop-up Advising Promotion – Theresa Blackman

i) CASA will be hosting the first Pop-Up October 17th, emails will be sent out for volunteers to help. Location is TBD

ii) The purpose of the Pop ups is to promote advising campus wide, as well as break the ice with students reluctant or unfamiliar with utilizing resources. It's meant to be a meet and greet event where students can interact with advisors, and advisors can interact with one another, in a low stress setting.

iii) All departments and programs are invited to attend, for the launch year we are targeting the specific advising centers to host pop-ups as the Promotions Committee is rather small and the centralized offices will allow for ease in point of contact.

(1) The committee hopes to grow the events and committee participation to expand to individual departments, and offices in the 2020-2021 Academic year

iv) If you are interested in hosting a Pop up please contact Theresa-Blackman@utc.edu for more information

5) Survey Results – Elizabeth Johnson – will be discussed next meeting

6) Open Discussion

a) Transcripts from other countries what is the procedure to admitting international students as a transfer

i) Students who are not on F1 Visas are not considered international students

ii) WES for non F1 visa holders

iii) Sara Ann evaluator for F1 visas

(1) Credit placed in Banner as electives; students work with advisors to determine how the credit will be

b) Sending a list to faculty advisors in their area of specialization for AIQ transfer students

- i) Kayla McAuliffe – yes we can send that list we just need to know what faculty is responsible for which disciplines in that area to send specific lists as requested
- c) Handoff to for a Change of Major (COM)
 - i) Angelique Cook– great relationship with CASA, but outside CASA when a student COM encourage that student to go to the advisor of their new major not the advisor of the old major – it’s frustrating that there is still not have an alert to notify new advisors that there is a COM
 - (1) Can we fold the handoff into a training or discussion within certificate?
 - (2) Communicating with new major and students
 - (a) Cc’ing the new advisor or new department on to an email talking to the student about changing their major
 - (b) Erica (HUB) has contacted Joel Wells to work with Banner to find a way to make that notification process something happen
 - (3) For COM for Business Nikki-Owenby@utc.edu is the point of contact as she does advisor assignments
- d) Text in Navigate
 - i) Anytime a student schedules an appointment it does ask for an update phone number
 - ii) If they don’t get text or they opt out it is sent to their UTC email
 - (1) Students are asked to verify their phone number when they make an appointment
- e) AP Scores listed under Testing in SSB
 - i) Stacie will need to bounce that to banner, to update the profile – more information to follow at a later date
- 7) Keep a running list of advisors on AC website on one page
 - a) Volunteers to get that up on the website – collaboration with departments and colleges to keep information accurate
 - i) Sevan Paris volunteered to head that project, he and Theresa Blackman will work to create a resource on the website
 - b) Helpful for COM and undecided – can also opt for points of contact rather than all the advisors everywhere

- c) Develop a point of contact page on the Advising website under information for advisors
- 8) When a campaign is set up is there another way to add new students without manually entering?
- a) More discussion at the brown bag today
- 9) Mental Health help for students – https://cm.maxient.com/reportingform.php?UTChattanooga&layout_id=60 – invitation Brett Fuchs to council to discuss in more detail requested.
- a) How to keep them from falling through the cracks?
 - b) There is a registry for all qualified people?
 - c) 35% increase in need for services, you can flag them as a student of concern with the DOS
 - d) UT System is having a mental health meeting to discuss this
 - e) Is there a trending up? Nationally this is a trend in increase of need of services
- 10) Resources for LGBT, students of color – request to invite Multicultural/women’s center to Council for more discussion
- a) Is there a place or peer groups – MocSync has a list of all organizations on campus for students
- 11) IF you have VPIN you can access all systems from home
- 12) Attribute box in class schedule
- a) Natural sciences and SSCI is there any more discussion on getting it fixed so all attributes are listed the same way in the class schedule search function?
 - b) Stacie Grisham will be working with Joel Wells to address this – More information to follow at a later date.
 - c) Can we remove the 2014 on the attribute? Since we are so far out from the 2014 change
 - i) Since Banner is so big and feeds into so many things we will need to determine what that change would do and how much that would affect other aspects of Banner – More information to follow at a later date
- 13) Can we delete the minors that are not active in MMD?

- a) Students see these minors in what if and think that they can declare it even if the minor has not been offered for a few years; students admitted for 2019 can run a minor for any option listed in MMD; is it possible to set it up like a major where if you try and put someone in a major that is not active it will not allow you?
 - i) Banner does not kick it out with minors like it does with majors – more information to follow at a later date

14) Meeting called to a close at 9:51am

We will meet again on Wednesday, October 16, 2019 in the Chickamauga Room.