

Advisors' Council

Meeting Agenda

Wednesday, October 16, 2019

8:45am-10:00am

UC - Chickamauga Room

Members in Attendance: Sarah Alsobrooks, April Anderson, Theresa Blackman, Bradley Bond, Bryan Bulmer, Deanna Cameron, Carmela Castro, Amanda Chambers, Melanie Chubb, Donna Cooper, Sue Culpepper, Amy Davis, Scott Dayton, Matthew Donlevy, Jena Doolittle, Jason Harville, Erica Holmes-Trujilo, Elizabeth Johnson, Melissa Laseter, Ashley Leverett, Rebecca Littleton, Kayla McAuliffe, Amber Noblit, Brittney Officer, Nikki Ownby, Sevan Paris, Jessica Pierce, Cymone Samuels, Stormy Sims, Robin Sturnes, Sumer Swaim, Joel Wells, Marjorie Whiteside, Cindy Williamson and Max Zinner

- 1) Welcome – Call to Order at 8:47am
- 2) Vote on Minutes- Jason Harville motions to approve the Minutes , Stormy Sims Seconds
 - a) Minutes approved
- 3) Announcements
 - a) Pop-up Advising Event – Theresa Blackman
 - i) Pop up information – CASA is hosting the first Pop Up Event this Friday (Oct 18th) in the Chamberlian field/Starbucks Courtyard Area. There will be snacks, games, and advisors waiting to interact with students. Come by for a few minutes or stay the whole time
 - ii) Event runs from 11a-1p
 - iii) If you are interested in hosting a pop up in the spring term please email Theresa-Blackman@utc.edu to get dates set
 - iv) Survey Promotion- the Survey promotion email will be sent out with electronic files of all the materials as well as emails and texts you can send out to your students
 - b) Nominations for Advisor Recognition & Awards – Jason Harville

- i) Still accepting nominations for this term, Jason will email the link out later today

- (1) Nominations are due the Monday after commencement

4) New to Council

- a) Sumer Swaim, CHEPS Advisor for Career and Support

- b) Ashley Webber – new graduation specialist in Records

5) Upcoming Events

- a) No meeting on November 20th

- b) December meeting on December 11th

- i) Combining December and November meeting

- (1) Potluck is suggested by Elizabeth because she enjoys Stacie's Salsa

- (2) Nikki will send out an email asking for folks to vote on date, time, and type of food for the December meeting

6) Dean of Students (Student Services) - Brett Fuchs (CARE Team)

- a) Reporting Student of Concern- any student that has a concern that seems abnormal

- i) Examples in hand outs

- (1) confused withdrawn student when your last meeting with them was outgoing and bubbly

- (2) Changes in attendance when it was not an issue before; grades dropping when they have a history of high marks

- ii) Primary way to report is the link

- https://cm.maxient.com/reportingform.php?UTChattanooga&layout_id=60

- (1) You can report a faculty or staff member as well as a student

- (2) First step is the report is vetted; sometimes it's an immediate response where housing or UTC police are reaching out; more minor concerns are via email

- (a) May not be an initial reach out but feelers are sent out, maybe an email to faculty and a pause to see if more reports come in to allow the puzzle pieces to come together to really determine what is going on
 - (i) This does not mean no outreach is made but sometimes more information is needed

iii) Students of Concern (SOC) Team

- (1) Meets weekly and discuss every student of concern report that comes in; within a 10 day period this term we had 9 attempts of suicide with an additional 5 since that time
- (2) 60% increase in SOC reports since last year; this does not include emails and phone calls to the office
- (3) Counseling center has had a significant increase in attendance this year as well; they see roughly 11% of the student population
 - (a) If you refer to counseling you also need to fill out a SOC; it allows a follow up with the counseling center to make sure they have shown up and it's a non-confidential way to check with the student
 - (i) ROI – release of information; students must sign this for any information to be release to campus partners; students often sign ROI when working with DOS
 - 1. Example: students went to counseling center to set up a meeting but couldn't get in that day but did not share active suicidal ideation said they would come back tomorrow; then shared with staff member that they were thinking about harming themselves; staff submitted a SOC and the student was able to be helped
 - 2. If a student says they are actively thinking about suicide in the counseling center but leaves before being seen; they will tell DOS and they will go find them

iv) CARE (Case, Assessment, Review, and Evaluation) Team

- (1) Reviews high level issues and reviews high level SOC reports; discuss high level issues and FYI situations where things could escalate but have not yet
- (2) Has been able to prevent many serious issues on campus

- (3) The incident this past term has caused an increase in students not feeling safe and when the reports came in of that incident they were able to run through a list of folks they serve; turned out to be nothing

v) Questions

- (1) Sue Culpepper – Is there a trend in why there is an increase in suicide?
 - (a) The severity of mental health concerns our students are facing is more severe. We have not experienced this uptick and this is a national trend that can be attributed to the increase in mental health awareness. We do not have a clear reason why, but it's something campuses across the nation and world are feeling. Understaffing is an issue and we may never be able to fill that need with the uptick in mental health concerns but are assembling a data base of others that can help students outside the counseling center. Mental Health Agencies are overwhelmed in Chattanooga
 - (i) Psychiatrists are up to a 6 month wait to see patients
- (2) Donna Cooper – Is there a trend in class for the attempts this term?
 - (a) It's across the board, larger number of first year students but the who, how, why, and if they sought services are all different
- (3) Jessica Pierce – Do we have to disclose that we are submitting a SOC?
 - (a) With Title IX and SOC you are not required to disclose but it's nice to do so, so it's not a shock but it depends on your relationship with that student. They will keep it vague and will not disclose your name to the student as a reporter.
- (4) Nikki Ownby – What services does the DOS provide?
 - (a) Student Conduct – an advisor is allowed to be present in a SCB hearing but it does not have to be an academic advisor; that person is there for moral support and does not have an active role in the process
 - (i) 2 sides Academic and non-Academic; cases are investigated by DOS and are done by trained investigators

1. There can be concurrent criminal investigations as well; students can be suspended in the intermediate while the investigation is going on
 2. Residential staff hears lower level (drugs alcohol use) and DOS hears higher level
- (ii) Academic – Honor Court – Honor Code has not been updated since the 70s so this is a slow process with the amendments hoping to be based
- (b) Scrappy’s Cupboard –students can come to get 3 days to a weeks’ worth of food. First time they fill out a form and then active steps are taken to help them solve their food insecurities. Location is not publicized and is open during business hours
- (i) UTC Police and On Duty RD have food bags for after hours
- (ii) They can sign up online
- (c) Students in crisis – they will be helped immediately either by being taken to the counseling center and seen immediately or appropriate actions will be taken
- (d) Emergency beds with housing – not widely published but there are emergency spaces that they can be in up to 2 weeks for free; there is not family housing on campus but work with campus partners for that
- (e) Student Emergency Fund – given away 5,000 already total of 10,000; no cap listed but there is an internal cap on a case by case; 10,000 for the next 5 years; refer to DOS and there is a form they can fill out
- (i) Books, medical co-pays, car repair, gas reimbursement for doctor visits, plane or bus fare for emergencies, fire damage.
- (ii) It cannot fix all the things but
- (5) Carmela Castro – Criminal matters, do they go beyond the university and do they go into court systems?
- (a) Yes, there are 2 processes and there is not a double jeopardy issue; the university can handle the matter and then the court handles it; the

university does not have to follow the court process it can rule on the case on a university level despite what happens in the court.

- (i) For Title IX and more serious matters the university can wait for the court to rule
- (b) Students will have any ruling from DOS on their record should they wish to go to another university
 - (i) UTC can share that information with other schools without their consent but doesn't which is best practice for most schools
 - (ii) Students should be encouraged to disclose any information to other schools or jobs; often times its better for them to be honest rather than lie; if a lie is discovered it will be an automatically dismissed.
 - 1. Students dismissed or suspended get Ws; Students who have their admission revoked get nothing
 - 2. There is an admissions committee that reviews these types of applications the important part is that they are honest and the university determines if
- (c) Theresa Blackman– if your student discusses an ongoing student conduct hearing or investigation can you speak about it with them?
 - (i) Yes but you are required to share all that information with DOS if asked; DOS can pull email and other forms of communication with student
 - (ii) Disclose that you must share any information the student shares with you to DOS; just as with Title IX even if its stated that the incident has been reported you must report it as well
 - 1. Title IX – victims are never required to come in; outreach happens but they are not required to come in

7) “Registrar’s Minute” – Joel Wells

- a) Transcripts in Banner, the cumulative bar after each term

- i) Think of it like a running total, it shows the temperature of the students' academic health after each term
- b) Banner
 - i) As we move into Banner 9 we may be able to give out a more informative read out in SSB (may not sure we will see how testing goes)
- c) Attributes
 - i) The old attributes are gone, and they were able to remove the 2014
 - ii) Fees attribute search?
 - (1) Advisors will check for their own knowledge or can show students why they have been charged a fee and that they were told
 - (2) What is the Beyond the Classroom Attribute?
 - (a) Part of the early registration program and some classes can have that experiential component
- d) Catalog year expiration?
 - i) A current student in the 2013-2014 catalog will be reviewed when they apply for graduation and they are moved to a applicable catalog year; there may be circumstances that students will be grandfathered in
 - ii) If there is something to impede student progress and it does not need to; lets chat about what hurdles can be removed – Joel philosophy
- e) Updates
 - i) Working with Rebecca on the COM process and trying to make the process better so that students are not lost in transition
 - ii) Looking at MMD to make sure the programming is clear and consistent with what humans are telling them
 - (1) Working together on messages to students for example; student goes aboard advisor says great everything looks good but credit isn't in; records says not ok student can get frustrated in that they seem they are getting mixed messages

- f) Questions
 - i) Matthew Donlevy - COM (Change of Major) not updating
 - (1) If you have submitted a COM and it has not changed in a while feel free to call The Records Office to make sure the form was received.
 - ii) Stormy Sims – COM filled out incorrectly, do they get notified that the form was filled out wrong?
 - (1) Expectation is that the student will be communicated with on the incorrect form filling out or reach out to get clarification from the student. Student will not be ghosted
- 8) Survey Results – Elizabeth Johnson
 - a) Survey Results will be emailed out with the minutes
- 9) Questions/Concerns/Updates
 - a)** Sue Culpepper – BCBS is doing the Power of We Tuesday – **See Attached flyer**
 - i) Students get to lunch and meet with alums from UTC who work there and it's a great opportunity for job growth
 - (1) Nursing, Engineering, and other skill sets
 - b) Jena Doolittle – Major's and Minor's Fair – Feb 13th 1-3:30p Tennessee Room
 - i) Many will get an invitation to showcase your major at the fair
- 10) Close at 9:57am

We will meet again on Wednesday, December XX, 2019 in the Chickamauga Room.