

Advisors' Council

Meeting Agenda

Wednesday, July 15, 2020
8:45am-10:00am via Zoom

Attendees: Alsobrooks, Sarah, Anderson, April, Beal, Amy, Blackman, Theresa, Bond, Bradley, Bulmer, Bryan, Cameron, Deanna, Campbell, Catie, Chambers, Amanda, Cook, Angelique, Dayton, Andrew, Doolittle, Jena, Drago, Rebecca, Felix, Lyndsey, Freeman, Yancy, Fryar, Diana, Laseter, Grisham, Stacie, Harville, Jason, Melissa, Paris, Ownby, Nikki, Sevan, Patterson, Sumer, Pierce, Jessica, Ridder, Zack, Samuels, Cymone, Sims, Stormy, Suzuki, Takeo, Swaim, Sumer, Tarr, Lisa, Wells, Joel, Whiteside, Marjorie, Williams, Sherese

- 1) Welcome – Nikki Ownby
 - a) Meeting called to order at 8:46am
- 2) Voting - Theresa Blackman
 - a) Lisa Tarr votes to approve the minutes, Emily Blackman
- 3) Schedule Updates – Stacie Grisham
 - a) Update
 - i) Normal timeline schedule was launched in march,
 - (1) May had recommendations and surveys launched for the fall. the survey to dept. were really broad
 - (2) It was a really broad survey and many departments wanted more direction or time to review how their courses would work – this was captured mid-June
 - (3) Registration was taken offline last part of June – Early July to make the schedule change
 - (a) Students were emailed Thursday July 7th
 - (i) Scrappy listserv was used- but we learned that it only covered current term enrolled students, so only summer enrolled students got that email
 - (4) After changes were made, Deans and Department heads reviewed and wanted more face time so many courses were made hybrid especially those for first year freshman
 - (a) There are still changes coming: new class sections with face to face offerings
 - ii) Face to face
 - (1) Less than 1% are full face to face with no hybrid; this is to comply with no more than 29 students in a class
 - iii) Capacity

- (1) It was very challenging to offer large sections as hybrid, so smaller hybrid sections were created to allow students to opt in for more face to face interaction

iv) Deciphering the schedule

- (1) Students need to look at 3 parts of their scheduled
 - (a) Schedule type – Hybrid, Internet, Lecture (placeholder)
 - (b) Day and time
 - (c) Building
- (2) These components help you determine what the course is. With no day and time and listed as internet it's asynchronous (the traditional online we are used to). Day and time but no location – Synchronous
- (3) Hybrid meetings will be determined by instructor and will be communicated closer to the start of term by students

v) Banner

- (1) There has been a complete overhaul of the schedule instructions including instructions on course type
 - (a) We as advisors do not have a view of banner 9, our concise view is Banner 8
 - (i) You can see class type for registered students in Navigate on the class info tab

vi) Questions

- (1) In the schedule type, could we change the percentages?
 - (a) Banner is looking into that, but are pretty sure that is a THEC state guideline,
- (2) Lisa Tarr – How are we helping commuters who have back to back courses, where they need to be in class within 10 min from the end of their online synchronous course
 - (a) The library, UC, and other common spaces will be open and there are conversations about taking some space offline so it's a quiet space for students to tune in to their online courses and then be able to get to their face to face course? This is being taken to the reopening committee (who meet tomorrow)
 - (i) Another idea is an interactive app noting where mask location and sanitization stations are. We are hopeful this could be where we could indicate locations where you can tune in to your online course
 - (b) Zack Ridder – Concerning Labs, Biology and Chemistry labs is there discussion of chemistry and biology labs being offered as both in person and online since CHEM is all online and BIO is all hybrid
 - (i) There are many factors that play into this, Jennifer Boyd identified that they may be offering labs online but there has not been follow up. Departments are also watching enrollment to make plan
 1. Enrollment is holding, yay! But we are holding cautious optimism after fee payment deadline

- (c) Catie Campbell – are professors open to adding seats to online only courses?
- (i) Some departments have that flexibility and others do not. Waitlist information has been pulled and is being sent to departments. The demand is for the online courses, and the courses we always need more of. This will be a dean and department level decision
- (d) Jessica Pierce – a few things
- (i) When students are in the schedule adding courses, directing them to look under the title to see the schedule type that has really helped them.
 - (ii) For HHP and nutrition specifically – they have created new sections and moved all the waitlisted students into that course (online) with the help of Rebecca. So having an advocate in the department and going to the department specifically may be helpful. they can look at the numbers and make a case for more seats
 - (iii) It's not ideal that advisors don't know what is going on during orientation. The last communication that students got was "hey UTC is back to normal" but most courses are online. This is not ideal
 - (iv) Are we ok to start telling students about the rotation for courses? So that they can plan their living situation
 - 1. If we are confident that we know the rotation, yes. departments are making the determinations
 - (v) Follow up to Amanda's question – do we know what rooms are begin outfitted with lecture capture software? What resources are there for virtual teaching?
 - (vi) Chatt State uses the terms Online (Asynchronous) and Virtual (Synchronous) are there better terms we can use to discuss these format courses with students?
 - 1. Wording from Chatt State: virtual - scheduled date/time with faculty leading instruction live (in real-time) via Zoom, Teams, or WebEx,
online - no scheduled time; learn on your own time and at your own pace, or
Hybrid - virtual and/or online component combined with an on-campus, hands-on component.
- (e) Angelique Cook – Housing
- (i) How does housing look right now?
 - 1. It is still full, the schedule was reviewed to see who was online that was housing staff. An email was sent out to students that if they wanted to cancel their housing b/c they are all online they could do without penalty
 - 2. We have a 400+ waitlist down to 200 so we anticipate housing will be full, we are at 98% + on north and south campus
 - 3. Some rooms are reserved for covid + and quarantine
 - (ii) Students are asking if they don't opt for housing in the Fall but want to come in the spring
 - 1. We anticipate that spring will have space in the spring for students who want to move on campus in the spring

- (iii) Has there been an increase in readmitted students? Is this across the board?
 - (iv) Has there been a discussion on how advising will happen if an advisor works from home
 - 1. A number of staff have indicated they will be working remotely, it will largely be by case.
 - 2. HR has a lot of resources on how to work from home
 - (f) Lisa Tarr – There is a mother in the parent group, Lisa had been part of the group for a while, that is such an advocate for UTC, this mom said some college experience is better than no college experience. Many are very supportive of UTC and that is encouraging
 - (g) Amanda Chambers - Are the synchronous online classes going to be taught via Zoom? If not, is there a list of other platforms that will be used? Also, at what point, should faculty contact students about their rotational schedule. I am hoping this will be on Canvas prior to August 17.
 - (i) The majority will be using Zoom or Kaltura (which is some type of video platform available through Canvas - unsure if that's live stream). Just as with other class level decisions (like textbook selection), it's going to be at the course level for those types of decision. We don't have a definitive date for when Canvas will be open, but I've passed along the request frequently about an earlier open for students. I think Academic Affairs is going to have to set the standard for when/how this information is communicated to students.
 - (h) Lyndsey Felix – are there guidelines on how Hybrid courses will be portioned out?
 - (i) There will be guidelines on room size, canvas will be used to set the groups. There are not any set guidelines. Individual departments may have an idea
 - (ii) We will try and get a definitive date on when rotations and information on rotations will be live
 - (i) Sarah Alsobrooks – can the deadline be considered to be made prior to the deadline to cancel housing?
 - (i) The goal is to have those two deadlines match each other
- (3) Yancy Freeman
- (a) To everyone, advisors, offices and other who support enrollment function. You are appreciated and it has been a tremendous effort to get where we are today. Folks are saying advisors are the secret weapon as we navigate this situation
 - (i) There is a parent meeting tonight, what we last heard there are over 500 signed up.
 - (ii) Half are supportive of reopening and half feel we are the devil for reopening. UTC is trying to make the best decisions it can based on health and CDC guidelines we can
 - (iii) If there is anything I (Yancy) can do please reach out, he is open and happy to hear from you and know your thoughts.

4) Navigate Updates – Brand Bond

- a) 2 releases over the course of the few weeks

- i) First is this Friday- moving some of the icons on the user interface so most used are at the top. Search is moved to middle of the page (not happening on the 17th, but early Oct)

- (1) What is changing?

- (a) Legacy (old reporting) is going away, an email was sent out in early May. We are not losing that information, just condensing so there are not as many to choose from
- (b) Watch lists are being renamed to Student Lists. There is no functionality change, and you can import lists the same way
- (c) Virtual check in will be live – it will depend a lot on how we are seeing students to see if this works. It would only work for scheduled appointments or drop ins
 - (i) There may not be a need for this function if we are doing a lot of zoom
 - (ii) If you find a need for it reach out to Bradley-Bond@utc.edu for assistance on setting that up

- ii) Second release – anticipated mid Oct

- (1) Personal scheduling links will be in this release

- (a) In a situation where a student wants to see you outside a campaign you can send them a personal link that takes them right to your open times
 - (i) Not a replacement for campaigns
- (b) There will be a training in late Sept

- iii) Questions

- iv) Stormy Sims - Could you associate those appointments with a campaign?

- (1) We don't believe so, but more information may be coming, we don't know if we can or cannot. There is a release meeting coming and that question will be asked

5) Immigration Rules during COVID – Takeo Suzuki

- a) <https://www.utc.edu/global> - COVID 19 homepage for international and students studying abroad

- i) All students coming from overseas must self-quarantine for 14 days

- (1) They can quarantine in an off campus housing, about 25 will be doing this
- (2) They can quarantine in a hotel (these are on campus students) paid for by UTC, they will have 3 meals, laundry service, and other UTC services.
 - (a) About 20 will be doing this

- b) Homeland announced last week that international students were not able to be fully online and stay in the country

- i) Global education worked hard to make sure all our students would be compliant

ii) Yesterday the courts ruled that this ruling was not appropriate, there has not been an official Department of Homeland Security (DHS) announcement in relation to the court ruling so we have no details at this time. but it is believed that the ruling reverted to the march ruling allowing students to take all online

iii) Once the DHS makes an official ruling that will be shared with council

c) International students are nervous about this

i) Chattanooga is rising in the number of cases and international student parents are nervous about the health and safety of their students, this is the top question asked by parents

d) We are working with the provost to create a hybrid course on Saturdays to enable students to keep their visas if there is a requirement for international students to be in a face to face course to stay in the country

e) New promotions – there will be an updated chart in their website in the next month.

f) Global Education is moving to Lupton, which they are excited to be in the center of campus

g) Visas

i) Some embassies are reopening , no news on China, Kuwait, and Saudi reopening

h) Events

i) International teas will continue in august

ii) There will be an in-depth meeting first of the term regarding international students and travel

i) Questions

i) Lisa Tarr – is there any word on airports reopening? Some students are

(1) There are flights to come to the US, if they are really serious about coming they can come to the US it may not be the most direct. Rumor has Emirate Air may reopen soon.

(2) A letter is being sent to students to carry in their travels to help them move through customs, they are also told to print out and travel with their fall schedule

(a) Every Tuesday at 10a there is a meeting for students to join with questions.

(b) Ice.gov and travel.state.gov is a good travel update resource

(i) ICE focuses on immigration regulations, travel will talk about embassy's that are open, passports, and other travel

ii) Nikki Ownby – How many international ended up with 100% inline?

(1) That is unknown at this time, but anticipated that 75% would be online

6) Registrar's Minute – Joel Wells

a) Updates

i) Commencement has been cancelled (again) many questions are in relation to cap and gown, and bookstore inquires. The chancellor's office is working with the bookstore on that

(1) There is not a clear plan on rescheduling commencement at this time

(2) Diplomas have been ordered and will ship next week to students. The only exception with shipping is a hold. Those diplomas will be sent to records and ship it to them once their hold is resolved

ii) We are extending our work with National Student Clearinghouse. They will handle the printing and shipping of transcripts and that will start early part of august

(1) Website will be updated once that goes live

iii) Beginning August 3rd Records will be renamed: Office of the University Registrar to bring us more standard with our peer institutions

b) Questions

i) Nikki – does the change in transcripts mean a student cannot walk in and leave with a transcript? What changes?

(1) There is no change in the mail out process, the pickup service is not removed. Most institutions prefer an e-transcript so this process is a hope to incentives more students to opt for that.

(a) Pdf transcripts are almost instant.

7) Announcements

a) Logging Hours in K@te – Theresa Blackman

i) See attached video

8) Questions/Concerns/Updates

9) Close

We will meet again on Wednesday, August 19, 2020. via Zoom.

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If you do not have access to Navigate please email Theresa-Blackman@utc.edu your UTCID. By Friday, July 17th