

# **Advisors' Council**

## **Meeting Agenda**

Wednesday, September 16, 2020  
8:45am-10:00am via Zoom

Attendees: Blackman, Theresa; Bond, Brad; Sims, Stormy; Zinner, Gerda; Alsobrooks, Sarah; McCauley, Joseph; Doolittle, Jena; Chambers, Amanda; Wells, Joel; Paris, Sevan; Littleton, Rebecca; Laseter, Melissa; Noblit, Amber; Williams, Sherese; Dragoo, Rebecca; Dayton, Andrew; Holmes Trujillo, Erica; Johnson, Elizabeth; Anderson, April; Cameron, Deanna; Samuels, Cymone; Swaim, Sumer; Orr, Nichole; Martin, Emily; Patterson, Sumer; Bulmer, Bryan; Bilbro, Emily; Boyles, Kayla; Ownby, Nikki; Donlevy, Matthew; Jordan, Sherrell; Officer, Brittney; Leverett, Ashley; Pierce, Jessica; Tarr, Lisa; Martin, Emily; Schmutte, Dana; Grisham, Stacie; Sturnes, Robin; Cooper, Donna; Philips, Teresa

- 1) **Welcome** – Nikki Ownby
  - a) Meeting called to order at 8:46a
- 2) Voting on Minutes - Theresa Blackman
  - a) Lisa Tarr votes to approve both the July and August Minutes
  - b) Stacie Grisham seconds to approve both the July and August Minutes
  - c) August and July Minutes are approved
- 3) Awards & Recognition Updates – Jason Harville
  - a) Updating the question pro to include a new category – campus partner- someone who is involved in council but not labeled advisor. We want to recognize those folks and celebrate their work
  - b) Additional verbiage to the form – breaking down what we are looking for in a nominee
  - c) Updates will be live on Monday
    - i) Connect with [Jason-Harville@utc.edu](mailto:Jason-Harville@utc.edu) or [Stormy-Sims@utc.edu](mailto:Stormy-Sims@utc.edu) with questions
- 4) Gerontology Minor – Gretchen Potts and Christi Wick
  - a) Housed in integrated studies, <https://www.utc.edu/integrated-studies/gerontology.php>
  - b) Christi Wick, professor in College of Nursing and over Gerontology
  - c) Fits into a lot of majors and minors and its possible to double dip up to 6 hours towards the major and minor
    - i) Most of the electives do not have prerequisites and there are several options that are online
    - ii) INTS 4000 can be added if you have an interested student, it has not been offered in the past because there was no interest. If you have an interested student
  - d) Questions

- i) Bryan Bulmer – Are there prerequisites for any of the courses in the minor
  - (1) INTS 4000 has the prerequisite of some of the other courses in the minor, SOCW does have some but are willing to work with students. Reach out to Dr. Potts if you have prerequisite concerns
- ii) Jessica Pierce – HHP just changed some things around, for anyone who wants to do the minor a prerequisite will be needed for Health Behavior Change now, Jessica will approve any pre-requisite override for that course for students pursuing the minor
- iii) Theresa Blackman – OT is in need of folks focusing on working with the elderly. Interested students may find this minor is a perfect complement to their application for healthcare related careers

5) Registrar's Minute – Rebecca Dragoo

a) Dynamic Forms – Undergraduate Petitions and General Education Petitions (refer to handout)25

- i) 4 new forms coming online all will be Dynamic Forms
  - (1) Students are able to manage their co-signers in Dynamic Forms, Advisors, Department Head are able to do so as well.
- ii) Students will be notified of this form set up process, it will be one of the later steps
- iii) Instructional emails will also be shared via list.servs once they are live

b) Contract Forms

- i) Individual Studies (IS) and Department Thesis (DS) were separated
  - (1) IS will allow the department to ID the CRN and Credit Hours
  - (2) IS will pre-fill some information including the email address
  - (3) Students can request credit hours and the faculty will verify and make hour changes if needed
  - (4) Questions retained from paper form, instructors can but do not have to attach supporting documents if there are any
  - (5) Goes back to the student to verify, and then to Registrar's Office for verification and registration
- ii) DS will start with the honors college as they will have the information such as hours, credit etc.
  - (1) Honors will ID the CRN and Credit Hours
  - (2) Looks very similar to IS form

c) Petitions

- i) The former paper forms are now electronic and will mimic the paper process.
- ii) Undergraduate Student Petitions
  - (1) Advisors will be able to reject petitions once they get to them and it bounces back to the student to resubmit rather than continue through the process
  - (2) Pre-filled information such as email will be listed

- (3) They will ID the subject or reason for petition (some other items may require addition items from the student)
  - (a) Must upload MMD, Course Description, other supporting documents
- (4) Advisors will be sent a form to approve or reject (there is an action header that you can easily respond to the request) and then it will be sent (if approved) to the faculty and registrar

iii) GEN EDU

- (1) The advisor IDs the appropriate Gen EDU department head then the program department head
  - (a) This was a very new addition
- (2) Very similar to UG petition, there is a drop down to ID what Gen EDU they are petitioning
- (3) This will not be an approve/disapprove action on the advisor but a verification that the petition was a conversation then move on the faculty of both gen Edu and major

iv) Questions

- (1) Angelique Cook - What if student puts down wrong advisor? For Gen Ed, can advisor fix anything student puts down wrong?
  - (a) Students are owners of the form, advisors are not able to edit co-signer (advisor) and the easiest would be to reject the form and contact the student
- (2) Lisa Tarr – Will we get a list of relevant department heads?
  - (a) Erica Holmes-Trujillo – looping in the director of the general education leadership will be an important step in making sure we have an accurate contact list
  - (b) Jessica Pierce – this may be the time to identify who is the best contact for this general education petition process
- (3) Scott Dayton - Will paper copies still be accepted for a little while if we currently have petitions out to department heads?
  - (a) Joel Wells - We will continue to accept legacy petitions
- (4) Sarah Alsobrooks- Is it possible to put the major substitution on the general UG petition? ENGR up until COVID was using paper (an older form) now using PDF forms but the college still needs the major substitution form
  - (a) Rebecca – that process is done through MMD, if there is an internal approval process ENGR will want to develop an internal approval form
- (5) Sarah Alsobrooks – is there a way to have an advisor notification for the contract course forms?
  - (a) Rebecca – how are advisors notified now (they are not) not sure how to set up a notification if you are not part of the work flow
- (6) Lisa Tarr – Will the petitions have deadline dates or list dates of the committee meeting each term?

- (a) Committees will meet and operate as they have before and the deadlines have not changed. Some deadlines are still time sensitive such as the suspension appeal
- (7) Angelique Cook - What happens when gen edu petition routed to Dept. head and they don't "act" on form? With legacy petitions, will you still take email approval from Dept. heads?
  - (a) It will rely in the student to be on the petition and seeing where the form is. They are able to send reminder emails on the dynamic form platform to where it has stalled. Advisors can refer students to that platform to remind faculty about the form
  - (b) Yes, with legacy petition we will take dept. head approval, eventually there may be a move to electronic
- (8) Lisa Tarr – if forms are created in the summer do they expire if nothing is done with them over the summer?
  - (a) No, students will be able to resend reminders and the form will not expire
- (9) Stacie – thank you! This has been a goal for a while and we are so appreciative of everyone for making this happen during all that is going on with COVID
  - (a) Great job Rebecca!

## 6) Announcements

- a) HUB Updates – Erica Holmes Trujillo
  - i) Officially in Lupton (2<sup>nd</sup> floor) right off the elevator
  - ii) [hubadvise@utc.edu](mailto:hubadvise@utc.edu) is the centralized email use this for any general questions, comments or concerns from students or staff
  - iii) New phone number 1315 is the new HUB extension (423) 425- 1315 is their full number

## 7) Questions/Concerns/Updates

- a) Sarah Alsobrooks – New Planner update – @ @ NWCL is not popping up – Diana will do a Teams call with Sarah
  - i) Diana – currently testing a patch with planner issue that should be done by the end of the month
  - ii) Nikki – would folks be interested in a brown bag on MMD Planner?
- b) Angelique Cook - What is the status on fall graduation?
  - i) A commencement group met earlier this week on the ceremony. The Registrar's is lobbying for timely communication
- c) Stacie Grisham – Updates
  - i) Counting Courses is changing in Fall 2021 and will now include state based aid (the HOPE) folks
  - ii) 2021 Undergraduate admission is offering a test process where students can be admitted without ACT or SAT tests for 2021. There is additional criteria those without scores have to meet
    - (1) We want to remove barriers but it is the preference that if there is an option to take the tests if possible

(2) Must have a 3.0 GPA and a teacher recommendation without an ACT or SAT score.

(a) Math and English placement? Math and English are working with admissions to determine what that placement would look like for Fall 2021 students without test scores – more details to come

d) Amanda Chambers – for ACT are we using super score for admission?

i) Yes, we are

e) Emily Bilbro – new to veteran student affairs, any questions about VA benefits reach out to her

f) Joel Wells – Graduation specialists are now in Navigate if students are wanting to meet with their graduation specialist they can set up a meeting with their specialist if they are only online students

8) Close meeting closed at 9:49a

We will meet again on Wednesday, October 21, 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”
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6. Enter your UTCID and click “Submit”

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