

Advisors' Council

Meeting Agenda

Wednesday, November 18, 2020
8:45am-10:00am via Zoom

Attendees: Tarr, Lisa, Doolittle, Jena, Ridder, Zack, Davis, Eunice, Leverett, Ashley, Johnson, Elizabeth, Zinner, Gerda, Alsobrooks, Sarah, Brown, Nicole, Anderson, April, Officer, Brittney, Littleton, Rebecca, Hensley, Robert, Ownby, Nikki, Sims, Stormy, Schmutte, Dana, Chambers, Amanda, Boyles, Kayla, Swaim, Sumer, Williams, Sherese, Patterson, Sumer, Bulmer, Bryan, Noblit, Amber, Mitchell, Heather Blackman, Theresa, Cooper, Donna, Thomas, Kimberly

- 1) **Welcome** – Nikki Ownby meeting called to order at 8:46
- 2) **Voting on Minutes** - Theresa Blackman
 - a) **Vote to approve the minutes:** Lisa Tarr
 - b) **Seconds the approval:** Stormy Sims
 - c) **Minutes approved**
- 3) **Immunization Policy** – Dr. Yasmine Key, DNP, APN, NP-C
 - a) All students must have immunizations to enter the university, this is both a state and system rule
 - b) <https://www.utc.edu/university-health-services/index.php>
 - i) Immunization tab provides all the information on immunizations required as well as how students can upload their records
 - (1) There are recommended and required vaccines
 - (2) Admissions requirement: MMR, Chicken Pox, Meningitis (if on campus or under 21), Hep B (can submit a waiver)
 - (3) Recommended vaccines are noted but not reviews
 - ii) Approval process
 - (1) Students must collect their documentation for all vaccines
 - (a) Students can obtain shot records at their county department of health based on where they lived/raised
 - (b) This is a good step prior to exploring revaccination or blood draw to determine immunity
 - (2) Upload their immunizations onto Mediat Patient Portal (this shifted from Banner in 2018)
 - (3) Once records are uploaded they go into a review queue for staff to go over, this is done daily

(4) Once it's reviewed its either approved (compliant) right then (most cases) or if it's denied they are messaged through the patient portal as to why. A notification is also sent to their UTC students email linking the message

(a) If students state they have not had communication from student health, have them review their email for communication. Student Health can see if the message has been read or not

(b) Once they are approved/compliant the hold is removed that night

c) New Emergency Mandate

i) Flu – <https://www.utc.edu/university-health-services/vaccination-requirements.php>

ii) Covid-19 – <https://www.utc.edu/university-health-services/covid-19-testing.php>

iii) Holds

(1) For current and incoming students who have immunization holds, this hold does not have anything to do with the flu. Medicat will start reporting the flu shot as a requirement next week, but Flu shots will not result in a hold until Jan

(2) If a student sees a new hold they are either timed out of a process, or uploaded something new that was not able to be read. It does not have anything to do with the flu

d) Vaccine Exemptions and contacting the clinic

i) Clinic has revised 900+ volume calls, the best way for students to get answers for vaccines or other information have them reach out to UTC, universityhealthservices@utc.edu .

ii) Exemptions are reviewed on a case by case basis given that each case is so individualized, refer students to immunizations@utc.edu

e) Important Dates

i) December 14th was stated as a date that holds would be placed on accounts

(1) Holds will not be placed on student accounts on 12/14

(2) The language was students MAY get a hold, it was a motivational statement to encourage students to get the flu shot before cold/flu season amps up

(3) Anticipated hold for flu shot will be in early Jan – date not set in stone

f) Questions

i) Sarah Alsobrooks: Who is the sender they should search for in email? Will it say University Health Services, or someone's name?

(1) UTC, University Health Services--universityhealthservices@utc.edu for Immunizations

ii) Theresa Blackman: what do students do if they have had the chicken pox?

(1) Can declare or their pediatrician can write the date and year. Often times that will be noted in their immunization record and as long as they have documentation to support that student health

will accept that. Student Health can also verify this with a blood draw. This information can be found on the SH website

iii) Eunice Davies: I have students asking if they are taking classes from their home country do they still need to submit the flu shot by Dec 14?

(1) Email student health for more information, the flu requirement will look a bit different so it's best to have international students contact student health, and if they are comfortable mention their advisor or copy their advisor to help in the process

iv) Sarah Alsobrooks: I have had students receive an exemption because they are taking all online courses. Is the immunization status somehow reevaluated in future semesters, to ensure the student is still in compliance?

(1) Only real exemption for online students who are online only designated programs. We may have students all online but still on campus in some capacity. This is a case by case review so they would want to reach out to student health to review and determine if immunizations are warranted or not. For the Flu requirement the language notes "participating in any campus activities". Its best to refer students to the email for situations like this

(2) Follow up: if they are granted an online only exemption and are not in an online only program its only good for 1 term. It expires at the end of the term and they have to renew it.

(a) UTC students are the most compliant in the system, its 95%+

v) Lisa Tarr: I've had a few students ask why the requirement was not promoted when the vaccine was free on campus. Are there any doses on campus?

(1) It was and has been, SH is still running free flu shots through 11/20 and students and staff can schedule an appointment after 11/20. They will also have flu shots in Jan as well (with the mist). Information has been coming out from varies areas, but now targeted emails are being sent as the process is being implemented so we may see an uptick in conversation about it

vi) Sevan Paris: Current students will not have a hold. Will Spring admits?

(1) Current students will have a hold starting Jan 4. New students will have a hold once it's updated in medicat. If new admits have submitted their shot records and the hold was lifted, they will have a new hold with the flu. For all returning students holds will not go on until Jan 4. Email Yasmine if you have specific questions

vii) Rebecca Littleton: I am a student as well as staff. I have done the staff verification for the flu shot. Will I need to provide additional information as a student as well or will my staff designation cover it?

(1) Since there is documentation requirement for students and not for staff you will need to also upload your flu shot record in medicat

4) **Counting Courses (State Aid)** - Kim Whiteside and Ken

a) CPOS – federal aid cannot be used towards courses do not count toward completion of their major, this has always been a rule but with banner updating its allowed us to enforce it

i) Students can take 12 hours that are degree applicable and get full aid then can add other courses, if they are in only 9 hours and add a 3 hour course that is not degree applicable they would not reviewed aid for this 3 hours

(1) If they drop 1 of the degree applicable courses that will drop them below full time it may effect HOPE, they are working with HOPE to clarify the rules

b) Effective Fall 2021 state aid will fall under the same guidelines as federal aid, more information will be coming in the next few month

i) There is not anticipated to impact a large number of students

c) Institutional scholarships will NOT be effected by this change

d) Questions

i) Erica Holmes-Trujilo: Seniors who are only needing under full time to graduate but need to be full time to keep scholarships, are there considerations for exceptions?

(1) b/c CPOS is federal, it's very clear that they will not pay for anything listed in fall through

(2) Follow up: can they get a pro-rated aid for under full time? yes, any term students can get a prorated amount

(a) provisional track – students have to be full time to get their aid, there is a small number on this track, this is not a huge number of students

5) Registrar's Minute – Rebecca Dragoo and Diana Fryer

a) New Forms

i) Individual Studies Contract page: <https://www.utc.edu/registrar/contract-courses.php>

ii) Petition page: <https://www.utc.edu/registrar/online-petitions.php>

iii) Seems to be working well

iv) Individual studies now has a landing page with information on the workflow of the contract, as well as FYI information. It does also highlight how co-signers function

v) Petitions also has a petition landing page (UG or Gen EDU) gain outlines the workflow and cosigners

(1) Registrar will review all forms and its important students know they can take ownership of these forms

vi) There is discussion on making a landing page for advisors (possibly on the advising page) reach out to Rebecca Dragoo if you have ideas or comments on a landing page

(1) Would this be helpful so advisors can see how to manage co-signers?

(2) The landing page for advisors would theoretically include a guide for who is the point of contact for relevant gen edu dept. head

vii) General Education petition

- (1) With the new form the advisor is now part of the process
- (2) Advisors are now also able to review the documents submitted for the petition. This allows a review of the documentation before it gets to the department to make the process a bit more seamless

b) MMD Training Request add link

- i) Faculty and staff resource page – this is a form that allows you to submit a review of a MMD and will allow us to track global issues, not losing emails and organized
- ii) If current coursework is not registering email to registrar email other issues fill out the form
- iii) Questions

- (1) Angelique Cook: Is there a way to attach items to the form?

- (a) If it's for 50 students or multiple issues note that a meeting or conversation needs to happen

c) Banner Update

- i) New SSB function that is rolling out, called “Action Item processing”

- (1) It will require students to review and update their preferred name, cell, and emergency contact

- (2) This will be loaded now and if they go in and make changes between now and Jan they will not be able to do this until they complete their action item

- (3) Katie Hargrave: are people able to add/designate their desired pronouns?

- (a) No, the software does not have the ability to allow folks to make those designations at this time. The hope is more action items can be added over time

- (4) What message will they get?

- (a) They will see action item processing with instructions there is all the information on the page it does not direct them somewhere else, tech they can just check the box and hit save

d) Updates

- i) Effective the spring term the Registrar will NOT accept paper petitions or paper individual studies contracts once the Spring 2021 semester begins.

ii) **Spring 2021 Waitlist Information:**

- (1) Fee payment deadline is Monday, December 14th. Registration will go down at 5pm on 12/14 and return at 2pm on Wednesday, 12/16. **Waitlist will remain active with the traditional 48 hour window for students.** I will turn off notifications on Friday, 1/8 around 5pm to give active notifications a full 48 hour window. **Spring 2021 waitlists will be purged and removed from the schedule on Monday, January 11th.** Students will be emailed once purged and departments can begin issuing any necessary closed class overrides at that time (keeping in mind COVID room capacities).

iii) **Summer and Fall 2021 Registration Information:**

- (1) I will be sending out information to our departmental schedulers next week regarding the schedule editing timeline but we wanted to go ahead and let you all know the plan for Summer and Fall 2021 registration. The dates are below.

iv) **Summer 2021:**

- (1) Schedule live: Monday, March 1st
- (2) Timetickets also assigned (no advisement holds)
- (3) Summer registration begins Wednesday, March 3rd – Tuesday, March 9th

v) **Fall 2021:**

- (1) Schedule live: **Week of** March 29th
- (2) Timetickets/Advisement Holds assigned Tuesday, March 30

vi) Pre-priority registration to start Thursday, April 8

- (1) Priority starts Monday, April 12

e) Questions

- i) Lisa Tarr: would it be possible to also list the admin with the relevant department head? With so much email coming through it make help with communication

- (1) The contact who handles petitions has really come to light as we moved to the dynamic forms. The forms are not able to be sent to more than one person, so while the past there has been a long wait period the forms will shorten that wait. The pdf forms have been managed differently than the forms are. With the landing page for the students it allows them to be more proactive and the forms moving a bit more seamlessly there may not be that much of a wait. This is not something not to consider but the tech may limit us

ii) Erica Holmes-Trujilo – A few things

- (1) Do we need to develop a list of major department heads? It may be more beneficial to have a list of Gen Edu department heads.
 - (a) The list that would be considered to be distributed would be A&S gen Edu department heads. Willing to expand the list to encompass all Gen Edu even outside of A&S.
- (2) Larger conversation on how to help students fill out these petitions. Making sure advisors are on the same page – possibly a brown bag-
- (3) The list with relevant department heads or petition contacts will be sent out to council
- (4) Strongly encourage folks to use the dynamic form process, we are seeing a much faster turnaround from departments that historically are slower

6) Announcements

- a) Waitlist purge date: Jan 11
- b) Registration goes down 5p December 14th comes back December 16th

7) Questions/Concerns/Updates

- a) Jessica Pierce

- i) Is due in 5 weeks and its crazy to her that she has produced the humans
 - ii) She wanted to thank everyone for all the well wishes and support both she and Blake feel very supported throughout this process
- 8) Close Meeting – closed at 10:09a

No meeting in December. See you on Wednesday, January 13, 2021.

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