

Advisors' Council

Minutes

Wednesday, March 17, 2021
8:45am-10:00am via Zoom

Attendees: Chambers, Amanda, Patterson, Sumer, Ridder, Zack, Alsobrooks, Sarah, Hensley, Robert, McCauley, Joseph, Orr, Nichole, Mitchell, Heather, Officer, Brittney, Paris, Sevan, Swaim, Sumer, Thomas, Kimberly, Bond, Brad, Davis, Eunice, Leverett, Ashley, Weibel, Rachel, Boyles, Kayla, Bulmer, Bryan, Freeman, Samantha, Sturnes, Robin, Noblit, Amber, Ownby, Nikki, Dayton, Andrew, Gill, Kate, Doolittle, Jena, Tarr, Lisa, Anderson, April, Holmes Trujillo, Erica, Cameron, Deanna, Martin, Emily, Zinner, Gerda, Schmutte, Dana, Sheppard, Leslie, Pierce, Jessica, Norris, Nicki, Wells, Joel, McSweeny, Feryne, Williams, Sherese, Dragoo, Rebecca, Cooper, Donna, Blackman, Theresa, Phillips, Teresa, Gill, Kate

- 1) **Welcome** – Nikki Ownby – call to order at 8:48
- 2) **Voting on Minutes** - Theresa Blackman
 - a) Nikki Ownby – votes to approve the minutes
 - b) Jason Harville – seconds the motion
 - c) Minutes approved as distributed
- 3) **Vote on Bylaw Proposal** (see below) – Nikki Ownby
 - a) **Updated wording and clearer outline of duties** – (See bottom of minutes for proposal)
 - i) Lisa Tarr moves to approve proposal to more clearly outline duties of secretary
 - ii) Robin Sturnes seconds the motion
 - iii) Approve – 60
 - iv) Opposed – 0
 - v) Abstain – 0
 - vi) Bylaw approved as written
- 4) **Nominations for Leadership** – Nikki Ownby
 - a) Nominations for each position have been submitted, Nikki will reach out to those nominated today to make sure they agree. Once they do a survey monkey will be sent out for voting
 - b) No April meeting so nominations will be voted on by or on May meeting
- 5) **Curricular Practical Training (CPT) for F1 Students** – Eunice Davis
 - a) <https://www.utc.edu/international-students/pdfs/cpt-request-form20170526.pdf>
 - b) Advisors need to know for international students wanting to work, intern, or research off campus
 - i) There is a form your international student needs to fill out and you as their advisor reviews it. If the off campus work/internship/research is related to the major (must be approved for the major)
 - c) If a student wants to do any off campus work, internship or research off campus, they must be approved prior to starting
 - d) The advisor is the main person to approve the work, once Eunice gets the form its then sent on the Homeland security to allow work to occur under the students visa parameters

- e) What about volunteer work – if in CPT it has to be related to the study of the student
 - i) If it's really just outreach to the community or outside volunteering paperwork may not be needed, CPT is more within the realm of moving the student towards degree fulfillment
- f) Requirements for CPT eligibility
 - i) Students must be in study for a year before applying – no first year students
 - ii) In fall and spring no full time work can be done – 20 hours a week max, in the summer students are able to work full time
- g) if a student is working on campus CPT is not needed, this is only if the student is working off campus they must be approved
- h) email eunice-davis@utc.edu if you have further questions
- i) Difference in OPT and PCT
 - i) CPT is when a student is in classes and has not graduated OPT is for students who have already graduated and must apply for OPT 90 before graduating (not walking but 90 days from degree conferral)

6) **Registrar's Minute** – Joel Wells

- a) Commencement
 - i) We do not have details but news is expected to be distributed for candidates and graduates of 2020 on how to participate as well as details soon
 - ii) Commencement will occur on April 21-25 – during classes – students still need to finish their courses
 - (1) Students MUST finish their exams
 - iii) If students graduated in May, August, or December 2020 and did not participate in the November 2020 ceremony they can participate in the April ceremony along with May and August 2021 graduates
 - iv) Incorrect information posted on social media – students applying for May graduation have until the end of March but if they do not apply NOW they will not be able to be communicated with
 - (1) August can still apply but if they want the communication they need apply now

b) Petitions

- i) If you see something that seems weak please encourage students to flush out their explanation/request.
 - (1) Ex. I have issues with my hours and I was told to submit this form. This is not enough for a faculty committee to rule in a student's favor. Be sure to encourage students to be detailed
- ii) On the [Advisement website](#) there is now a list of contacts/department heads for general education this is in hopes to help streamline the process especially for transfer

c) Dynamic Forms

- i) By the end of the week everything on the forms page on Dynamic Forms
- ii) Academic Forgiveness has recently been added to dynamic forms and this will allow administrative departments like the VA to make sure students are not harming themselves when applying for it
 - (1) If students have academic forgiveness forms in paper in process they will be accepted through the end of spring 2021- starting in summer 2021 they must complete the Dynamic form

iii) The form for student information to be held off the directory will be updated shortly in dynamic forms

d) Questions

i) Irene Hillman – do advisors receive the information about commencement and other things how are students communicated to?

(1) They will be communicated to through radius (some have unsubscribed themselves) if they are not getting the information have them contact graduation and they will loop them in as well as get them re-subscribed

ii) Irene Hillman – can we subscribe to this?

(1) That is problematic given the RSVP process but we can get someone to forward those emails to council

7) **Reimaging General Education – Joel Wells**

a) Several years ago we started the process and now we are restarting. Faculty, Staff, and Student committee has set a pretty aggressive timeline for implementing new gen edu

b) Currently collecting information form key folks including advisors

c) The committee has been split into subcommittees – Joel working with staff – eager to learn more about advisors perspectives for gen edu

i) Frustrations, successes, challenges etc. would help for the review so there is a curriculum that is meaningful and valuable

d) One thing we are thinking on is looking at quantitative reasoning instead of just math, decision making and other things that would help make more of a meaningful exercise to connect to their next stage of life

e) Survey that is coming out soon – thanks Elizabeth Johnson – please take some time and provide feedback- March 24 is the deadline for when the survey is asked to come back

i) If you have a dual roll please only fill out 1 survey

8) **Announcements**

a) Training Certificates – Jason Harville

i) Recipients this round: Antoine Carson, Kate Gill, Nicki Norris, Dana Schmutte, Rachel Weibel, and Carly Zalevsky

ii) You will get your certificate in some fashion soon

iii) Reminder – nominations for the semester advising awards we have had more this term than ever before, keep that up! If you have questions reach out to training

b) **Fall 2021 Cohort Initiative – Stacie Grisham**

i) Chancellor announced starting in fall have the chance for cohort experience

ii) In some cases we are expanding what exists – there will be a website coming soon

(1) once it is complete it will be sent out via council

iii) 3 tracks

(1) Residential – LLCs things that we have that are being expanded CHEPS, CAS in FA 22

(2) Connections – experiential learning, there will be a sense of community and common courses, this is trying to categorize things that exist as well as develop some new things

(3) Academic – we are going to try to have most of our freshman registered for a cohort (in the same 2 or 3 courses) not all LLCs, there is a hope that may happen over time. Some LLCs we have with Res-Life who are working to share information,

(a) About 75% in a academic cohort

(b) Lots of work on identifying students

(c) Next phase is ID CRNs that we will take offline before registration

(i) Looking at time – not an 8 a and 5p for a cohort,

(ii) Location - we want them to be close,

(iii) Capacity – maximize the seats in the class can we take large sections offline for that cohort rather than pull from here and there (working on this now)

1. There is a review period next week with the goal those seats are not open in PP reg

(d) Changes coming to AIQ dashboard to ID the cohorts and ideally have them preloaded before you build so you will just build around those courses

(e) Information will come out once its finalized

(4) Questions

(a) Heather Mitchell – should we plan on AIQ training since there will be new information?

(i) Early test site shows the changes to be pretty intuitive, but if it's a little more than we think screen shots or training will be communicated

(b) Heather Mitchell – how will prerequisites be addressed for the cohorts?

(i) Same as before if they report it on AIQ we can place them in cohorts

(c) Heather Mitchell – what if they change their schedule post orientation and drop out of cohort?

(i) There is reporting being set up to track and ID the students to remove the cohort tag and if those seats are live, placing folks into those empty seats. The implementation team is working on the planning

(ii) Kayla McAuliffe – Training is just for transfer orientation for the first offering, you don't need to attend unless you want to. When we get closer to the freshman week (Mid May) we can have a training once we see the changes and how they may affect the process

(d) Amanda Chambers – are the courses going to be coreqs?

(i) Not for the first year, in an ideal world it makes it clean but we are not linking them and see what we see in August

(e) Lisa Tarr– what about changing majors before, during, or after orientation?

(i) Managed through reporting, in terms of AIQ just how the initial registration, so we would still update the schedule if it's in time

(f) Amber – Are we communicating to students about the cohorts and their benefits?

(i) Yes, there will not be something to say why your majors specific one works b/c the communication is going to all 2200 via radius. If at the college or major you can send out some information or speak with your students at orientation

c) Gateway Scholars – Stacie Grisham

i) 2 years ago the PEF got a grant from the gates foundations from 6 HS to increase HS graduations, college enrollment, and college

(1) Brainerd, East Ridge, Howard, Hixson, Tyner, Red Bank

ii) <https://werefusetolose.org/profile-chattanooga/>

iii) Only about 600 students would be in college; only 300 would make it to 2nd year of college

iv) UTC is one small piece but involved in 3 parts:

(1) (CAMS) college mentors that worked really proactively with students in HS, creating FYE sections for the gateway scholars, and it as taught by the CAMS, trying to cont. to help them through

(2) The program is till slated for Fall 2021 UTC is happy to cont. with the courses, and the rest of the grant is trying to be sorted out

(3) About 80 students – gateway scholar tag in navigate

d) New to Council – Erica Holmes Trujillo

i) Nicki Norris -advisor for Communication majors

(1) Nikki is working with Communications majors this term as well as Communication faculty after priority registration all Communication majors will be assigned to the Hub

ii) Stephanie Wells - currently GA for advising support in the hub. Will move into full time Advisor position for Psychology effective May 1

(1) Starting May 1 Allison Stone and Stephanie Wells will both be working with Psychology

e) Honors College Updates – Leslie Pusey – information session link on website

i) Expanding freshman class did that with HAM (scholarship limited with BROK) in FA 21 only 1 UHON and they will be BROCK 50-80 students, it's a 4 year program now and they have the scholarship still

(1) Innovations is still the entry point for transfer or already here, still opening in the fall

(2) Both BROCK 25 hrs. min program and Innovations 18 hrs. Min will be minors in MMD allowing no financial aid complications

ii) Currently enrolled BROCK and Innovations will stay enrolled in their current catalog but can declare the minor if needed – a conversation with the UHON advisor

iii) Will have the option to complete 6 of those hours in experiential learning giving them a chance to do some outside the classroom work towards their honors requirement

(1) Have interested UHON reach out to their honors advisor

iv) Innovations is open until June 1

f) Survey Materials – Theresa Blackman

i) Survey information and graphics were emailed out, these are free to distribute to students and share on social media

g) Advisor Networking Program– Erica Holmes Trujillo

i) Details were emailed prior to council

h) NACADA Region 3 Conference – virtual, April 7th and 8th (pre-conference, March 1-5)

9) Future Business

a) AIQ and Orientation – see dates below

10) Questions/Concerns/Updates

- a) Will we have face to face meetings in the fall? that is all a determination on what the number to gather is – Jessica Pierce
 - i) We will need to see what sort of rules on size and gatherings the university sets for fall, and then we will see
- b) Joel Wells– planning on giving out curriculum items before May meeting, for UHON students will need to declare the minors for the degree audit to report right – this may require a catalog year change

11) Close - Next meeting on Wednesday, May 5, 2021

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”
5. Select “Advisors’ Council Check In”
6. Enter your UTCID and click “Submit”

If you do not have access to Navigate please email Theresa-Blackman@utc.edu your UTCID.

Current:

The Secretary shall take minutes of Advisors’ Council and Leadership meetings, regularly communicate with Advisors’ Council members, post minutes on the Advisors’ Council website, take attendance, create semester newsletters to send to the Advisement listserv, maintain the Advisement listserv, serve as the coordinator of the Promotions committee (The Promotions Committee will be entrusted with conceptualizing, organizing, and putting on the Advising Promotion each term), contact new advisors on campus and invite them to join the Advisors’ Council, ensure the Advisement website is updated, and assist with other projects as needed.

Proposed changes:

The Secretary shall:

1. record and archive minutes for Advisors’ Council and Leadership meetings
2. maintain the Advisement listserv and communicate information with Advisors’ Council members through other designated channels
3. coordinate and report attendance for Advisors’ Council meetings and hosted events
4. Serve as the coordinator of the Marketing & Communication committee (The Marketing & Communication committee is entrusted with developing promotional materials, events, and other initiatives that promote academic advising across campus.)
5. contact and inform new advisors across campus about Advisors’ Council
6. coordinate with the “owner” and/or designated editors to maintain and edit the Advisement website
7. assist with other projects as needed

Orientation Dates 2021

- April 27 – Transfer
- June 7-8 – Freshman
- June 10 – Transfer
- June 14-15 – Freshman
- June 17-18 – Freshman
- June 24-25 – Freshman
- June 29 – Transfer (possible evening date)
- July 12-13 – Freshman
- July 15 – Transfer
- July 19-20 – Freshman
- July 26-27 – Freshman
- July 29/30 – Transfer

AIQ Dates 2021

- April 22 – 9am-12pm (for 4/27 Orientation)
- April 23 – 1pm-4pm (for 4/27 Orientation)
- May 24-28 – AIQ week
- June 3 – 9am-12pm
- June 9 – 1-4pm
- June 11 – 9am-12pm
- June 16 – 9am-12pm
- June 22 – 1pm-4pm
- June 28 – 9am-12pm
- July 6 – 1-4pm
- July 8 – 9am-12pm
- July 14 – 1-4pm
- July 16 – 9-12am
- July 22 – 1-4pm
- July 28 – 9am-12pm