

Advisors' Council

Meeting Minutes

Wednesday, January 20, 2021
8:45am-10:00am via Zoom

Cooper, Donna, Blackman, Theresa, Ridder, Zack, Chambers, Amanda, Tarr, Lisa, Hensley, Robert, Bond, Brad, Dragoo, Rebecca, Zinner, Gerda, Patterson, Sumer, Wells, Joel, Laseter, Melissa, Williams, Sherese, Pierce, Jessica, Cameron, Deanna, Bulmer, Bryan, Noblit, Amber, Anderson, April, Noblit, Amber, Ownby, Nikki, Martin, Emily, Boyles, Kayla, Officer, Brittney, Alsobrooks, Sarah, Leverett, Ashley, Weibel, Rachel, McSweeny, Feryne, Beal, Amy, Hartman, Hannah, Swaim, Sumer, Sims, Stormy, Dayton, Andrew, Fryar, Diana, Schmutte, Dana, Holmes Trujillo, Erica, Doolittle, Jena, Sheppard, Leslie, Castro, Carmela, Philips, Teresa, Gill, Katie

1) **Welcome** – Nikki Ownby

2) **Voting on Minutes** - Theresa Blackman

- a) Lisa Tarr votes to approve the minutes
- b) Erica Holmes-Trujilo seconds
- c) Non opposed, minutes are accepted

3) **Announcements**

a) Dates for Training Modules

- i) Introduction to Advising will be held on 2/16 from 1:30-3:30p EST
- ii) Advising with technology will be held on 2/17 from 1:30-3:30p EST

b) The Advising Survey goes live 1/25/21, you can begin to promote it to students at that time. Council will provide promotion materials later in the term for you to distribute

- (1) Report any issues or oddities about the survey to theresa-blackman@utc.edu

c) Volunteers for Marketing & Communication Committee to help web site review/update

- i) We are looking to review the UTC Advisor website for formatting as well as ways to make it more interactive for advisors. Anyone interested in helping with this project should reach out to Theresa-blackman@utc.edu
- ii) This will be a work at your pace project that will not require many meetings

d) Fall 2021 Cohort Initiative - "Cohort 25"

i) When the chancellor did his state of the university he announced he wanted all freshman to be able to participate in a cohort experience in fa 21

- (1) 3 types – residential (most common), grouped courses, connections
- (2) Draft plans have been presented to deans for feedback and edits, hopefully we will have this for you in Feb
- (3) Grouped courses- similar to what we do now with some 1999r courses and their connected content course (etc. CHEM 1999r is connected to a section of CHEM 1110)
- (4) Connections – formalizing those experiences

(a) Freshman senate is an example of what these connections would look like

(5) More details to come

4) **Update** – Yancy Freeman (9:30 a.m.)

- a) We have moved in about 2200 students so far, and it's great to see life back on campus
- b) "Every time you see me I am going to thank the advisors, you all are the secret weapon to increasing retention and graduation rates. The work you do, caring when you need to, nurturing when you need to, and even annoying when you need to, to help students get through the bureaucratic process of getting through graduation. This is a testament to what advisors' council has done for the campus
 - i) Fall 2020 was interesting, it was a challenge in determining if it was safe for folks to return to campus in the fall. We left really abruptly in the spring, but as we learn more we are able to do better
 - (1) Virtual advising is great and should continue as a way to serve students
 - (2) This term was an experiment in learning, we did have folks get sick, but we did a wonderful job of getting the halls cleared out, and students home before thanksgiving
 - (a) We were even able to have a socially distant graduation ceremony on Chamberlain field
 - (3) Here we are in the spring and we have more hurdles, hamilton county is at a 40% positive rate for covid, so we delayed the in person class meetings to Feb 1 to give time so that we can determine the lay of the land
 - (4) Residents halls have opened with 2200 moving in and 9 positive cases, which is a really good result and provides optimism for the spring term
 - (5) We do not know what will happen Feb 1, it was the tentative date and we are looking at CDC and hamilton county rates we will be sure to let you know ASAP what will happen if there is a change or how the onboarding of in person courses will go

c) **Questions**

- i) Erica Holmes-Trujillo- – Academic Continuation – Do you have an idea of whether that will continue with this spring? Some of our students are dropping their GPA so low with academic standing being frozen, they are able to return to UTC with so many Ds and Fs, we may run into an issue students unable to graduate as they do not have a 2.0, or need to take many courses in order to get to the 2.0.
 - (1) We did this under extraordinary circumstances, especially in spring 2020 with the rapid switch, tornadoes, and tech issues. When fall came there was concern that there were no breaks and students felt they were drowning in work. The decision was not to go as far as we did in SP 20 but is there a way to soften the blow and the standing was suspended for FA 20. As we move to SP 21 we anticipate everything going back to normal in regards to standing, the only way that would change is if the bottom falls out again and we have to do something dramatic like we did in SP 20. Hopefully we will get back to normal, and won't make any adjustments in regards to standing for SP 21
- ii) Amanda Chambers – the flu shot – immunization holds for the flu shot, the hold does not indicate if it's MMR or for the flu shot. For students who do not get the flu shot there is a point where they cannot get a flu shot? How will that be handled for FA registration?
 - (1) We had thousands of students who had not submitted their records for the flu when the hold was placed (about 4500 students). We are testing every student moving on campus and working on a plan to routine test throughout the term. The Flu instances are showing really low, so they have moved the hold date back to Feb 15 this gives students more time to get the shot and records uploaded before a hold is put on
- iii) Nikki Ownby – where do we stand on enrollment?

(1) Yesterday, when we looked we were up 25 students, and down 42 students in FTE everything is off this term with the late start, the numbers will continue to fluctuate all this week. Enrollment looks really strong, we are pleased given that many places are down as much as 11%. UTK was the only campus that had a slight enrollment increase UT Martin was down, but we will take flat. We are up graduate students and down undergraduate but we will be in the neighborhood of flat where we should not have to have the hiring freeze/furlough conversations. Your care, nurturing, and patience will go a long way to help the students who are struggling

(2) Yancy promised a big party on him when all this Covid mess is over

iv) Lisa Tarr – Canvas- a lot of students have stressed out about not being able to see their courses on canvas, there is enough anxiety with what we are dealing with. Especially with 8a Monday morning courses

(1) Erica Holmes-Trujillo – one of the things that makes the issue worse is some faculty publish early and others do not. It would be helpful to have a standardization of publication

(2) Katie Hargrave– could we have a header or some sort of notification letting students know that their classes have not been dropped if they are not immediately visible in canvas?

v) Zach Ridder– revision of academic forgiveness or change in the repeat process – looking at FA 20 this would be helpful for students who really got banged up in fall. Could we do an academic forgiveness light, looking at forgiving this term?

(1) Yancey Freeman - Stacie Elizabeth and Yancy, were able to change it a bit ago, we used to have a super ridged policy, and we did see some spikes in students using it. Maybe it's time to look at it again

vi) Jessica Pierce– can of worms- with everything being online has there been talk that we would have consistent deadlines for things being due in classes? Should we have a consistent due date for all online coursework

(1) We have been talking about faculty using many different portals and students being very confused of what is due where, and when it is due. Is there some way we can have some conformity to ease the confusion

(a) This has been something SGA has been working on and pushing for

vii) Lisa Tarr– Is there a defined week in the catalog?

(1) Joel Wells- things have changed over time, but is not aware of a set definition of Wk. 1 etc. it would be something to encourage faculty to define wk. 1 etc. on their own via the syllabus they provide

viii) Theresa Blackman– consistent grade reporting – Many students I have met with have been very confused on where they stand in classes. They are told to check Canvas for everything, and review their grade there, but when they check midterm or final grades, they are different than what is reported in Canvas. It makes it hard as the student does not know where they stand

(1) There may be a way to allow canvas to upload straight to banner, there is a process where grades in canvas can be uploaded as final grade. The official grade is in banner and that may be a way to educate students

(2) Katie Hargrave - I wonder if we could encourage faculty to post in their syllabus how they will report their grades, how they will communicate with students, etc. (I know that is something I go over on day one, and I also talk about it with all my advisees, encouraging them to ask faculty if it is not clear in the syllabus).

5) **Advisor Mentor Program** – Erica Holmes Trujillo and Jason Harville

a) It's been mentioned in the past, think of this more like a networking opportunity

- b) Folks have expressed the desire to have some structured, not structured time to fellowship and connect with folks in other offices
 - c) Considering doing groups of 3 grouping the same the awards are sorted and 1 of each grouping put together in a mentoring group
 - d) More information coming before Feb meeting, once that is gathered training and development will start grouping
 - i) Primary focus for this initiative will be primary role advisors and staff
- 6) **Awards & Recognition** for fall 2020 – Stormy Sims
- a) Outstanding New Advisor – it was a tie Jason Harville and Cymone Samuels
 - b) Outstanding existing advisor – Lisa Tarr
 - c) Campus partner – Registrar’s office
 - d) All awards will be printed out and sent via campus mail
- 7) **HUB updates** – Erica Holmes Trujillo
- a) Angelique has transitioned to a departmental role in psychology to support admin functions, she still will oversee override functions (except 2020 and 2040)
 - b) Nicole Brown has resigned her advising role with communications in Dec
 - c) Cymone left the university for a position out of state
 - d) 4 new hires – bios will be sent out in a separate email
 - i) Allison Stone – Psychology
 - ii) Hannah Hartman – CRMJ
 - iii) Feryne McSweeny – Fine and Performing Arts
 - iv) Racheal Weibel– Biology
 - e) 2 open positions
 - i) 1 more PSY and 1 Comm
 - ii) Hope is by March the Hub will be fully staffed
 - f) **Referrals**
 - i) Direct all referrals for new areas to hubadvise@utc.edu and they will be taken care of either by being referred or by existing advisors
 - ii) Katie Hargrave – the away message from Cymone does not have a name so students are not sure and are reaching out to Art faculty
 - (1) Making sure a more personalized message is out
 - iii) Matthew Donlevy – is there going to be a shift to a smoother advising experience for students?
 - (1) For SP 21 getting by, but once a new COMM advisor is hired all majors will go to that person and they will be advised
- 8) **Registrar’s Minute** – Joel Wells
- a) Thank you so much for awarding our office, it’s a delight to work with you all and serve our students - Joel
 - b) Looking ahead for schedule building and registration given the ever evolving schedule with things, we are moving to a 1 week registration week for spring as we did in the fall.

- i) Many unknowns with the fall schedule, working hard to get everything solidified as much as possible prior to registration
- c) Shout out to Rebecca for the work on the forms (see email updates)
- d) HC on documentation on grades
 - i) A while ago, there was a discussion in regards to honor codes issues. In order to remove the issue of final grades needing to be changes or Is being rolled HC will now be assigned to any student in the process of going through the honor code process.
 - (1) It will remain on the record of the student until the honor code process is resolved. It is an effort to not prejudice the student through the process
 - (2) Once the honor code process is concluded the HC will be removed and the appropriate grade will stand
 - (3) Questions
 - (a) Nikki Ownby– is it like an NR for prerequisites?
 - (b) Lisa Tarr- are we promising the HC will be removed before registration?
 - (i) The timeline for the process is in the hands of the honor court, it is the intention that follow up conversations will happen as soon as they are able
 - (ii) The HC will go away and it will move as quickly as possible
 - (c) Sumer – what do we do for students set to graduate and have an HC
 - (i) Have they been in contact with honor court? The resolution to that specific issue will be with honor court

9) Future Business

- a) Nominations for Leadership
 - i) Email a member of leadership with your nomination
 - ii) Nominations are due mid-April – voting will occur in the May meeting
- b) Bylaws proposals due in February
 - i) Submit any ideas or proposals to Nikki-Ownby@utc.edu
 - ii) Submit ideas by end of Feb, voting for bylaws will be at the March meeting
- c) Updated Mission Statement and Goals (fall 2020)

10) Questions/Concerns/Updates

- a) Emailed updates
 - i) Registrar
 - ii) Pre-Health

11) Close

Next meeting on Wednesday, February 17, 2021

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