



Meeting Minutes

Wednesday January 19, 2022

8:45am-10:00am via Zoom

Attendees: Anderson, April; Beal, Amy; Blackman, Theresa; Boyles, Kayla Bulmer, Bryan; Butler, Endia; Cameron, Deanna; Campbell, Catie; Castro, Carmela; Celik, Mehmet; Chambers, Amanda; Collum, Jake; Cooper, Donna; Davis, Amy; Davis, Eunice; Dayton, Scott; Doolittle, Jena; Dragoo, Rebecca; Felix, Lindsey; Forte, Cori; Freeman, Samantha; Freeman, Yancy; Gill, Kate; Grisham, Stacie; Hargrave, Katie; Hartman, Hannah; Harville, Jason; Hawkersmith, Audrey; Henderson, Christian; Hensley, Robert; Hillman, Irene; Holmes Trujillo, Erica; Johnson, Elizabeth; Jordan, Sherrell; King, Kaelin; Laseter, Melissa; Leverett, Ashley; Littleton, Rebecca; Martin, Emily; McAuliffe, Kayla; McCauley, Joseph; McSweeney, Feryne; Mitchell, Heather; Noblit, Amber; Norris, Nicki, Orr, Nichole; Ownby, Nikki; Patterson, Sumer; Phillips, Teresa; Pierce, Jessica; Pusey, Leslie; Ridder, Zack; Sheppard, Leslie; Sims, Stormy; Stone, Allison; Swaim, Sumer; Tarr, Lisa; Thomas, Kim; Thompson, Barbara; Tinkham, Melissa; Ward, Donisia; Weibel, Rachel; Wells, Joel; Wells, Stephanie; West, Kaleb; Williams, Sherese; Zinner, Gerda

- 1) **Welcome** – Erica Holmes Trujillo
- 2) **Voting on Minutes** - Stormy Sims, Erica move to amend minutes regarding General Education petitions, recommend readers of previous meeting minutes read January. Irene moved to approve, Donna seconded. Minutes approved

3) **Announcements**–

Erica: General Education Petition process- Council of Academic Department heads have indicated that not all courses approved for General Education at other institutions will be approved at UTC. There is still a process for the petition to go through. Joel added that clarification was needed to avoid making false promises to students. Looking to add language regarding documentation that a course did meet Gen Ed at prior institution when petition is being processed.

Introductions of new members- Endia Butler new in Center for Career and Leadership Development as Assistant Director, comes from Financial Aid. Mehmet Celik joining CASA to advise multiple majors.

Submit Proposals for Bylaw Amendments- Please review current Bylaws and submit any proposals for amendments.

NACADA Webinar request- Advising Center Directors working to collaborate about plans to host webinars.

Ask an Admin about Navigate- Twice monthly sessions to ask any questions to Kaleb or Stormy. First session today at 3. Email to follow Council regarding schedule and links.

- 4) **Pre-Health Updates-** Theresa Blackman- PH has moved to the College of Arts and Sciences. Office in the HUB. New tags in Navigate, new referral process, events listed in attached document.
- 5) **Committee Updates-** Jason Harville, Zack Ridder, Stormy Sims
 - a) **Training and Development-** Brown bags and trainings for new members continuing. Adapted to small group and individual since COVID. Currently working on retooling the advanced certificate. Updated presentations for basic certificate. Working on ways to update campus partner videos and information regarding those resources in a lasting way.
 - b) **Assessment-** Changed goals, working on objectives. On progress to make changes for next year. Changes to appointment summaries. Goal of keeping it generalized to be helpful to multiple departments.
 - c) **Promotions-** Working to get more face time in with students. Hosted Cocoa with Advisors last week. Good turn out. Continuing to promote the Instagram account @utcadvising Always happy to welcome new members, reach out to Stormy for more info.
- 6) **Registrar's Minute-** Joel Wells: Collaboration reduced registration overrides by 40%. Student success and retention committee started in Fall 2019. Working to improve registration errors. Lisa asked when a student comes to UTC with credit but it is not applying correctly, how to avoid needing an override for every course that requires it as a pre-req. Joel says that is a conversation for the department to update the transfer equivalency.
- 7) **Future Business**
 - a) We will vote on bylaws in the next meeting.
 - b) Nominations for leadership coming up soon.
- 8) **Questions/Concerns/Updates-** Disney is opening the registration for DCP. Starting next Monday from 2-3p table in the UC. Majors and minors Fair 2/22 1-3:30. Community Expo at CECS 11a-2p today, showcasing community service done last semester. Early Alerts to come out 2/4-2/11 (CECS will run to 2/18) for faculty, advisors response beginning after that. Emails are turned off for that process, so Stormy will send a reminder to check Cases in Navigate. Stacie would like to get a wish list from advisors about what classes we would like to see for UT Online options in the next 2-3 weeks, look at courses that are currently in the catalog, but might need additional offering options. AIQ dates coming soon, see email later this week. Moving back to having an AIQ block the morning of orientation, still virtual.
- 9) **Close - Next meeting on Wednesday, February 16, 2022**