



Meeting Minutes

Wednesday February 16, 2022

8:45am-10:00am via Zoom

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

- 1) **Welcome** – Erica Holmes Trujillo
- 2) **Voting on Minutes** - Stormy Sims- Theresa Blackman moves to approve, Christian Henderson second.
- 3) **Announcements**–
 - BIOL 1050- additional seats for Fall, reduction in seats for 1110. Gen Ed certified, fully online, not appropriate for student required to take 1110.
 - Reminder about Nominations for awards- Deadline is Monday after commencement. Looking to expand to once a year versus by semester.
 - Reminder about upcoming elections for Leadership- Nominations open now, voting in May.
- 4) **Bylaw Amendment Proposals**- Erica Holmes Trujillo-
- 5) **Advanced certificate update**- Jason Harville- Advanced Certificate has been modified to a 3 week online asynchronous cohort model. First session May 2nd-May 20th with Philosophy due June 3rd. Optional lunch discussions on 5/6, 5/13, and 5/20. Invites going out soon to those who have completed the Basics of Advisement and Registration training. Sign up link: https://utk.co1.qualtrics.com/jfe/form/SV_4GEjY0qzMWKM2eq
- 6) **Summer Success Programs Update**- Jason Harville: Moc Up and Moc Academy happening this summer.
 - a) Moc Up targets students with low HS GPA, below a 19 Math ACT, Pell Grant eligible, and/or First Gen. Sessions taking place in June. June 7-9; June 14-16; June 20-22; June 23-25. Interested in helping? Email Jason-harville@utc.edu

b) Moc Academy is new program for incoming students who are from TN, identify as a men, and identify as non-white. June 29th-July 30th. 6/29-7/8 will be virtual and 7/9-730 will be residential. Moc Academy Scholars will attend Orientation July 11-12.

7) **Exploratory student Referrals-** Elizabeth Johnson, Audrey Hawkersmith, Christian Henderson, and Rob Liddell: Students who are exploring majors rather than careers can be directed to Jena Doolittle and Christian Henderson in CASA. They currently split referrals based on last name alphabetically: Jena (A-J) and Christian (K-Z). Any student can meet with them, not just Undecided. If the conversation lends itself to the student not being sure what career they might want to do, referrals should be made to CCLD. Audrey and her team provide career counseling. We are working to get them into Navigate so that advisors can have access to appointment summaries. If you are unsure where to refer the student, either office will refer to the other as needed.

8) **Disney College Program Overview and FAQ-** Donna Cooper:

The Get to Know the Disney College Program general information sessions are returning beginning on Tuesday (January 25th).

Below are the specific days/times of the week these virtual 30-minute sessions will be offered along with the appropriate Zoom links. Disney's goal is to provide students flexibility. Therefore, sessions will be hosted on Tuesday/Wednesday/Thursday through the first week of March. Here are the specifics...

Every Tuesday at 10am (January 25th through March 1st)

https://disney.zoom.us/webinar/register/WN_aFC7ebQtSRGxnqUT2r6bpQ

Every Wednesday at 3pm (January 26th through March 2nd)

https://disney.zoom.us/webinar/register/WN_DSX7QV4TuGRNhyYpWEQ8w

Every Thursday at 3pm (January 27th through March 3rd)

https://disney.zoom.us/webinar/register/WN_2U_3dy8mT8q1zP5oNrZR1w

What to know from UTC's perspective:

Spring Semester 2022 exams end May 3rd, so you could safely go to Disney after May 3rd, 2022.

The last day of classes for Fall 2022 is December 5th. Spring 2023 classes begin January 9th so you would need to be back from Disney before then to begin classes.

Once a Disney Offer Has Been Made to You and You Have Accepted:

1. Once Advisement for the next semester (the one in which you would intern) opens, you are instructed to schedule an appointment with your academic advisor to have your Registration Hold lifted and to let your advisor know that you will be interning with Disney for the next semester. Note: I oversee registering UTC Disney interns for co-op hours so that they can maintain their scholarships, their enrollment status with UTC, and the full-time student status needed for - - car, medical, etc. insurance. I cannot register interns for the co-

op class until their UTC registration window opens. The co-op classes run the same semester schedule as academic courses. You will be working 30-50 hours a week with days off scheduled on different days each week. Take that into consideration when deciding whether or not to take UTC academic classes for grades.

2. The total cost for the co-op 12 hours (therefore your total cost to UTC the semester you are at Disney if you only take the co-op class) will be \$25.00 which will appear on your bill from the Bursar's Office and must be paid to the Bursar before the unpaid classes drop date or there will be the usual \$50.00 fee for late registration as there is for all classes.

3. The co-op hours are placeholders and do not count as academic credit. Since students are receiving no academic credit but are enrolled in co-op, they do not lose their financial aid while being away at Disney. The Scholarships Office will receive a memo from me and signed by the student which confirms their acceptance into the Disney program and their registration in UTC co-op classes. Financial aid is "frozen" while the student interns and comes back when the student registers for UTC classes again. Leaving Disney before the academic semester ends could result in loss of your financial aid.

4. Once I have student responses regarding my questions regarding when they graduate, the types of financial aid the student receives, their UTC Housing status (are you in Housing and do you want to be in Housing when you return), and the student has had their advising hold lifted, I am able with one face-to-face pre-scheduled (by contacting my email address: donna-cooper@utc.edu) appointment to complete the financial aid info and to register the student in the co-op class.

9) **Handshake**- Kaleb West- See appendix for slides about Handshake and how students can use. Students already have accounts created, they just need to log on and update profiles. Irene asked if there's a way to make this a component of Orientation, this is still TBD. Staff are invited to check out Handshake by making a student account. Current use of the platform is for connecting students to employment and employers to qualified candidates.

10) **Assessment Update**- Zack Ridder- 6 new goals for the advising community. Assessment measures coming soon. Plan to roll out new advising survey for next Fall. Looking to include qualitative feedback from students and find new ways to measure without survey fatigue.

Goal- Providing accurate, accessible, and timely information about institutional policies, procedures, resources, and programs.

Objectives: As a result of academic advising students will:

- Register for degree applicable classes
- Identify an awareness of important academic deadlines
- Utilize campus resources as needed

- Consistently check official means of communication and respond appropriately

Goal: Fostering a campus culture that supports academic advising as a shared responsibility essential to the educational experience

Objectives: As a result of academic advising students will:

- Respond in a timely manner to campaign scheduling requests within the campaign time period
- Schedule and attend the minimum number of advising meetings per semester as determined by advisement office
- Schedule supplemental advising appointments outside of registration season
- Utilize Peer Academic Coaches for registration assistance and academic skills
- Attend trainings and information sessions relevant to student interests and goals
- Engage with departmental mentors and faculty
- Check in with various student support organizations

Goal: Providing an open environment that fosters self-exploration, self-awareness, and personal responsibility.

Objectives: As a result of academic advising students will:

- Engage in self-exploration activities
- Declare and confirm a program of study that support their strengths, interests, and goals
- Proactively schedule advising appointments
- Register for classes each semester that support degree progression

Goal: Encouraging students to make meaningful decisions based upon gathered information, evaluation of alternatives, and their personal values and goals.

Objectives: As a result of academic advising students will:

- Utilize appropriate academic planning resources
- Declare and confirm a program of study that support their strengths, interests, and goals
- Engage with departmental mentors and faculty
- Proactively schedule advising appointments
- Engage in self-exploration activities
- Engage with professional development opportunities

Goal: Assisting in the development of educational plans that are consistent with students' aspirations, interests, strengths, and values.

Objectives: As a result of academic advising students will:

- Register for degree applicable courses
- Utilize appropriate academic planning resources
- Declare and confirm a program of study that support their strengths, interests, and goals
- Engage with departmental mentors and faculty
- Check in with various student support organizations

Goal: Encouraging holistic engagement with the college experience (academically, socially, culturally, and professionally) in preparation for a life of learning in a diverse and global society.

Objectives: As a result of academic advising students will:

- Attend university sponsored events
- Utilize academic support resources
- Engage with professional development opportunities
- Become actively involved and connected with the UTC campus community

11) **Registrar's Minute-** Joel Wells- Solomon Amendment: Rules on what information is shared with the military recruiters. Please refer any request from recruiters for information to Joel. Question was asked about ROTC. ROTC is considered a branch, so it also counts. Students applying for graduation and completing classes elsewhere that have nothing to do with their UTC degree do not need to submit Last 24 hours petition. MMD updates are sometimes stale if there are downtimes with Banner or MMD maintenance. Registration information provided as appendix feature. Diana Fryar- Issues arising when advisors use What If Feature and do not toggle back to the Academic Tab. The issue is causing the student's current term classes to be hidden from MMD audit. Currently working on this issue with the vendor. Lisa Tarr asked if nightly refresh would capture this. Answer is no. This issue is NOT deleting or dropping students from their classes, just causing errors in the Academics tab because it saves as a new audit.

12) **Future Business- May 11 Council to be in person in the Chattanooga Room in the UC. Should be a celebration as well as an update about campus.**

13) **Questions/Concerns/Updates-** Majors and Minors Fair on Tuesday 2/22 from 1-3:30 in the UC (Chattanooga and Tennessee Rooms). Pre-Health Referral updates in Appendix attachment. Send students to the "Now What?" Workshops. See PH Website for dates. Volunteers needed for Read My Application workshop next week, lunch provided. Email theresa-blackman@utc.edu for more info. Mosaic Reverse Career Fair coming first week in April for folks wanting to meet career ready students. Stephanie Wells in the Hub presenting Thesis research on 2/28, see UTC info email for more info.

14) **Close - Next meeting on Wednesday, March 16, 2022**