

ADVISING COORDINATING COMMITTEE

Wednesday, Jan 16, 2008
12:00 - SCI Tech Library 421

CONDUCTING: Stephanie Hamblin

EXCUSED: Lisa Allen

ATTENDING:

College of Agriculture: Cathy Myers-Roche, Tami Spackman

College of Business: Peggy Buttars, Ruth Harrison, Candice Hyman, Lindsey Thurgood

College of Education & Human Services: Dawn Black, Shannon Burgin, Terri Gass, Tressa Haderlie, Marilyn Kruse, Darcie Peterson, Mary Lou Reynolds, Karen Ranson, Denise Taylor

College of Engineering: MaryLee Anderson, Kathy Bayn, Isobel Roskelley, Joan Smith

College of Humanities, Arts & Social Sciences: Daniel Matthews, Reid Furniss, Suzann Winn

College of Natural Resources: Emily Sorensen, Maureen Wagner

College of Science: Janalee Johnson, Yvonne Kobe, J L Pederson, Karalee Ransom, Linda Skabelund, Dennis Welker

Disability Resource Center: Christine Lord

Distance Education: Brigham City, Logan (Amanda Peterson), Ephraim

Honors: Danene Dustin

Intensive English: Margaret Garr

Multicultural Student Services: Cynthia Arocha, Sam Curley

Registrar's Office: Shane Livingston, John Mortensen, Roland Squire

Retention-First-Year Experience: Krystin Deschamps

Student Support Services: Carol Sainsbury

University Advising: Michelle Bogdan, Pete Campbell, Stephanie Hamblin, Steve Johnson, Vicky Larsen, Jessica Olson, Megen Ralphs, Deborah Reece, Renee Tuke, Beth Walden

MINUTES

1. Surcharge Waiver Form

When a student seeks to waive the surcharge, the rule of thumb is that the State does not want to pay for credits they have paid for already. The law states that a student cannot have 35% over the number of credits to graduate; USU starts at 170 credits. Bill Jensen asked advisors to keep in mind the intent of the law when making decisions about submitting a petition. Advisors are invited to offer suggestions on revising the form; deadline is the end of February.

2. Fall 2008 Access

Temporarily Suspended

3. SFASRPO Help Sheet

Please become familiar with the form; Stephanie has copies. If you need assistance, please work with Stephanie. We are trying to empower students.

4. Class Roster Screen in SSB

Advisor rights should allow you to view class rosters. On this particular screen advisors have access to view initially submitted grades as well as final grades (if/when a change of grade was filed) for each semester. Email Stephanie regarding any questions.

5. Academic Record Adjustments

Just a reminder: not many adjustments are approved. If circumstances arise during the semester that would justify an academic record adjustment please contact the Registrar's Office during the semester. It is not necessary to wait until the semester is over. If the deadline for a late drop has passed, please contact the Registrar's Office directly.

6. Pass/Fail Options

Please use caution when advising students about the Pass/Fail option. For example, if Math 1010 is used as a prerequisite, a "C" is required. If a student takes Math 1010 P/F s/he will be required to take the math placement exam prior to registering for Math 1050.

7. Registration Lines

Thanks to advisors for assisting to decrease in the length of lines by using the form. Instructor approval is required on all courses beginning the 2nd week of class. Advisors/Instructors can authorize students into classes up through the third week and the students can then register online. Starting with the 4th week, all registration actions will need to be done at the Registrar's Office.

8. Pay Online – Not in Line

Please encourage students to make payment on line. A high percentage of students in line questioned how much they owe. Please make them aware they can find that information on line and then pay on line.

9. Change of Grades

Lists for change of grade (one list per class—up to six students) are now accepted; a separate form is not required for each student. There is not a limit of six students per class. As many students as needed for a particular section of a course can be on one list.

10. Link Errors

This message is usually received because a course requires a lab and/or a recitation and the student has not registered for all. The current message does not make it clear to the student/advisor what the requirement is. The Registrar's Office is looking into making the message more clear. Additionally, they are also adding options to make billing statements more friendly. Please email roland.squire@usu.edu to give suggestions on degree evaluation, graduation, records and scheduling.

11. GPA Calculator

Steve Johnson introduced the new calculator which can be accessed at www.usu.edu/advising/gpa. The calculator is self-explanatory and will be a valuable aid when advising students.

12. Advisor Workshop Series Makeover

“Adding Insight to Intrusive Advising and Its Effectiveness with Students on Probation” is the topic for discussion on February 20 from 12:00 to 1:15. Bring your lunch and a friend (cookies will be provided) and meet in TSC 336 to review the information offered in the NACADA Journal, Volume 27, Number 2.

13. RCDE Contact Information

797-9700 is the number to call for questions about regional campuses and distance education.

14. Webinar: From Combat to Classes: Serving Veterans with Disabilities in Higher Education

February 27 from 10:00 to 11:30 is the date set for this webinar. Please notify Stephanie Hamblin if you are interested.

15. Please see the following detailed information on clusters, Degree Works, EPC decisions, and items to be discussed at the next Academic Standards meeting (as discussed by John Mortensen)

Clusters for Fall 2008

- Students must pay deposit within one week of submission in order to be placed into classes
- SOAR dates can be available by major – if an advisor is unavailable, we can make it so that students within a particular major do NOT see that date as an option
- Math Placement – stronger encouragement to take at SOAR
- Honors – students placed in HONR 2000 only if they select another Honors course. Clusters with ECON 1500 have a replacement cluster including ECON 1500H for students interested in Honors
- Breadth – USU prefix is not the only option. Students may choose from all available breadth courses within the category. Students interested in Honors will only see Honors options
- Connections – only Honors students will see Honors options
- Website will go live on February 12, 2008

DegreeWorks

- Software has been purchased
- President’s Office has agreed to pay for full implementation, which includes all of the scribing
- Currently are authenticating catalog in preparation for scribing
- Projection is to have scribing begin in June
- SunGard will visit three times, each a month apart
 - Prior to second visit – validate scribing done by SunGard (advisors)
 - Second visit – web functionality (can customize), brand colors and logos
 - Third visit – student education plans
- Go Live – Spring or Summer 2009

Policy approved by the Educational Policies Committee – on agenda for Faculty Senate

- New General Education Category (effective Fall 2008) – **Exploration Requirement:** choose an additional class from one of the following General Education categories: QL, BAI, BCA, BHU, BLS, BPS, or BSS.
- Prerequisite for QL classes – completion of MATH 1010 with **C** or better
 - Students who receive a P in MATH 1010 must take math placement exam

Policies on agenda for Academic Standards

- Academic Renewal – what if a student has a semester with W grades within the five-year period?
- Provisional Admission – what are the provisions?
- Incomplete and Probation Policy
- Transcripts from all schools
- Extensions in yearlong courses
- Second Bachelor's Degree – what if first bachelor is not from a regionally accredited institution?
- Instructors dropping students from classes for nonattendance – what if the student has a scholarship? What if the student is an international student or student-athlete?
- Bachelor of Arts Degrees – what about American Sign Language?

Serving Students is Not Mickey Mouse...But Maybe It Should Be!!

Workshops to be held Tuesday, January 22 in the TSC West Ballroom

- 10:30 to 11:30 AM **OR**
- 2:30 to 3:30 PM

Please RSVP to Cathy Gerber (cathy.gerber@usu.edu) and let her know which presentation you plan to attend.

In this presentation we will discuss the changing profile of our students and their expectations of the type of services we as a university will provide. The "Consumer-Focus" of our students may require some adjustments in how we do business. In his book, *Inside the Magic Kingdom*, Tom Connellman discusses the Disney principles that are the key to the Disney Corporation's extraordinary success in the area of customer service. We will explore the relevance of these principles to customer service in institutions of higher education, especially in the area of Advisement. (PS: Bring your ears!!)

Lettie Raab, Prairie View A&M University