

ADVISING COORDINATING COMMITTEE

Thursday, January 18, 2007
11:00 a.m. - SCI Tech Library 421

Excused: Marilyn Kruse, Beth Walden

ATTENDING:

College of Agriculture: Lisa Allen, Marlene Israelsen, Cathy Myers-Roche, Tami Spackman, Eric Worthen

College of Business: Peggy Buttars, Joslyn Heiniger, Karina Nye, Lindsey Thurgood

College of Education & Human Services: Tressa Haderlie, Harold Heap, Melanie Jones, Marilyn Kruse, Darcie Peterson, Mary Lou Reynolds, Karen Ranson, Annette Rindlesbacher, Sylvia Robinson, Denise Taylor

College of Engineering: Mary Lee Anderson, Kathy Bayn, Bonnie Ogden, Isobel Roskelley, Joan Smith

College of Humanities, Arts & Social Sciences: Susan Parkinson, Marcia Roberts, Scott Robinette

College of Natural Resources: Kristy Hodson, Maureen Wagner

College of Science: Janalee Johnson, Peter Kolesar, Karalee Ransom, Dennis Welker

Distance Education: Panguitch

Multicultural Student Services: Cynthia Arocha, Sam Curley

Retention-First-Year Experience: Krystin Deschamps, Lisa Hancock

Student Support Services: Carol Sainsbury

MINUTES

1. Advisor Handbook/Binder Tabs

The binder tabs for the Advisor Handbook are ready for distribution and can be picked up in TSC 304. If you prefer to receive your tabs via campus mail, notify Renee Tuke @ renee.tuke@usu.edu. Please indicate how many sets you require; i.e., one set for each advisor and one additional for peer advisors, if applicable. <http://www.usu.edu/ats/foradvisors/advisorhandbook/index.html> is the address for access to the updated handbook; you will need to print the materials and supply your own binder.

2. Academic Record Adjustments

Adjustments will only be considered if extenuating circumstances exist. The term “extenuating” circumstances includes: (1) incapacitating illness which prevented a student from attending classes for a minimum period of two weeks **and prevented the student from completing the desired adjustment during the term**, (2) a death in the immediate family or (3) other emergencies as deemed appropriate. **Petitions must be submitted within two years of the desired adjustment.**

The “all or nothing” policy has presented a problem. For example, if a student suffers from depression and does well in one class (B), but fails all others, he should be able to petition for an incomplete just for those he failed. The Academic Standards Committee will review the policy. A large percentage of petitions are

turned down because the reason stated is not legitimate. Advisors, please do not recommend this course of action to a student unless he meets the criteria. Petitions must be submitted within two years of the desired adjustment. Cost for the petition is \$20, which is nonrefundable and does not guarantee approval. The exception is if it is an error on the part of the University.

3. Late Drops vs Incomplete

The term “extenuating” circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) **financial responsibilities requiring the student to alter course schedule to secure employment**, (4) **change in work schedule as required by employer**, (5) **judicial obligations**, (6) other emergencies as deemed appropriate **by the instructor**.

All documentation for incomplete grades must be kept in the academic department. The student petitions the instructor for an incomplete (I) and is then required to complete the work by the time agreed upon. An “IF” will be recorded as an F after one year. The Incomplete Grade Documentation Form must be filed with the department office and copied to the Registrar’s Office.

There is currently a policy that allows a student to drop a class after 75 percent of the semester is completed. This will also be discussed by Academic Standards to see if an exception can be made when a late drop might be more appropriate than an incomplete grade or an academic record adjustment.

4. Priority Registration

The question was raised about a two-week priority registration period as was the case years ago. The consensus of advisors is that the one week period is better.

5. Math Classes and Math Prerequisite Acceptability Time Limits

Any student entering USU this fall with an ACT Math score below 23 (SAT 540) will be required to take a math placement exam. Students may take the Accuplacer exam during SOAR at the Geology Building. The \$10 fee for the exam will probably be charged to the student’s account. Test results will be immediate; details for recording are in progress (other institutions have a functioning program). A process for Extension students is also being worked out.

USU will recognize math scores (AP, concurrent enrollment, and course grades) for one year only. Thereafter, the placement exam will be required. The exam will be available this summer for students coming in the Fall. A representative from the math department will meet with the advisors to provide more details about the changes regarding the math placement exams.

The change in AP credit will not penalize current high school students; the new policy will be effective after August 1, 2007.

6. QL Covered by Math ACT of 25 or Math SAT of 580

Beginning this Fall, Math ACT of 25 or Math SAT of 580 will satisfy the QL requirement. John will check with the General Education Subcommittee to see if satisfying the QL requirement can be grandfathered. He will also check with the Math Department to see if the Accuplacer exam will satisfy the QL requirement.

7. NACADA Regional Conference

This year’s conference is scheduled in Mesa, Arizona on May 14-16. Charlie Nutt is the keynote speaker. The Call for Proposals deadline is Monday, January 22, but a short extension has been given.

8. University Studies Major

This major is under discussion again. It will probably be known as University Studies, but the possibility remains that it may be called General Studies. The purpose of the major is to give students in good standing with USU requirements, but perhaps not meeting departmental criteria, to obtain a degree.

9. Associate Degrees from College of Southern Idaho

At the present time, the Banner system automatically posts the Associate Degree from institutions with which we have an articulation agreement. However, advisors in each college/department need to verify that all USU general education requirements are met. The footnote in the General Catalog states that a student may need to take a general education course after transferring to USU. For example, CSI awards an Associate Degree with English 1010 only; transferring students would need to take English 2010 once enrolled at USU.

10. Directory/Releasable Information

A committee is currently reviewing the list of releasable information as found in the General Catalog, the Schedule of Classes, and the Advisor Handbook. Release of the current semester schedule of classes is not recommended. However, if this information were to be excluded, University personnel would need to find the student in case of emergency. Using the student's birthday as the default pin is also questionable since many students continue to use this date after the necessary change in the system.

11. Transfer Credit Recommendation Form

If grades articulated in the system need revision, the department needs to call Mindy Christensen at 7-1081 for reversal. Unofficial transcripts are okay; the form will override.

12. 7-Year Articulations

The 7-year option is no longer valid.

13. Transfer Guides

Mindy Christensen is working on a guidebook for transferring credits from SLCC, CEU and Snow. Following the pattern U of U uses, the guide will show what and how courses and degrees will transfer to USU.

14. Other

- Consideration is being given to the \$100 deposit policy; the hope is that the deposit will be replaced by the SOAR fee and the math placement fee. If the issues are not resolved, the deposit will still be required.
- For questions regarding the 3rd Week Report, contact Randy Shelton, SER 322, 797-0158 or by email at randy.shelton@usu.edu.
- There is no longer an articulation backlog. Also, consideration is being given to changing the elective notation on transcripts from 1XXX to the course taken at other institutions to reflect a summary of the 30 credits.
- WHSE is the working call letters to the data warehouse.
- All future ACC meetings will be held at 11:00 am in the SCI Tech Library 421. Additional dates are February 8, March 8, April 5, and May 10.