

ADVISING COORDINATING COMMITTEE

Thursday, February 8, 2007

11:00 a.m. - SCI Tech Library 421

CONDUCTING: Stephanie Hamblin

EXCUSED: Michelle Bogdan, Danene Dustin, Darcie Peterson, Deborah Reece, Brad Watson

ATTENDING:

College of Agriculture: Lisa Allen, Marlene Israelsen, Cathy Myers-Roche, Tami Spackman, Juanita Hunting

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

College of Education & Human Services: Dawn Black, Terri Gass, Harold Heap, Melanie Jones, Marilyn Kruse, Mary Lou Reynolds, Sylvia Robinson, Denise Taylor

College of Engineering: Kathy Bayn, Isobel Roskelley

College of Humanities, Arts & Social Sciences: Susan Parkinson, Sally Peterson, Marcia Roberts

College of Natural Resources: Kristy Hodson, Maureen Wagner

College of Science: Myra Cook, Liz Heffernan, Joe Koebbe, Janalee Johnson, Karalee Ransom, Linda Skabelund, Dennis Welker

Distance Education:, Brigham City, Logan (Vince Lafferty, D.D. Leonard, Heather Thomas) Moab, Tooele

Intensive English: Margaret Garr

Multicultural Student Services: Cynthia Arocha

Registrar's Office: John Mortensen, Roland Squire

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

Student Athletic Services: Shukria King

Student Support Services: Carol Sainsbury

University Advising: Susan Haddock, Stephanie Hamblin, Steve Johnson, Megen Ralphs, Renee Tuke, Beth Walden

MINUTES

1. New Professional Advisor of the Year

Congratulations to **Megen Ralphs** who is the worthy recipient of this award!

2. New Suspension Appeals Process

Noelle Call presented the new process which allows students to appeal a suspension the first week of the semester only. Letters of appeal will be addressed to a committee comprised of Noelle Call, Krystin DesChamps, Steve Hanks, and Roland Squire. To involve academic advisors as much as possible, they will be contacted for any input prior to the student meeting with the committee. These students still need to meet with Kristen. Only three of the seven students who have appealed to date have been retained—all three due to University error.

Complication: A Surgeon's Notes on an Imperfect Science by Atul Gawande is the 2007 Connections literature selection. It is a collection of 14 medical essays and will be available to Connections instructors within the next two weeks.

3. Updates on LOA

The Leave of Absence form is now on line at www.usu.edu/loa. When a student completes the form, copies go to Krystin Deschamps and to Financial Aid, and an automatic email is forwarded to the student. When the form has been processed, a confirmation message is sent to the student. Posters and info cards are available for advisors in the Retention Office to inform students about this process. Students who are thinking about leaving should be referred to Krystin by advisors. At the end of every semester, Krystin will send a list to each of the Colleges of students leaving or returning.

The retention rate is now 73.64%. Thank you advisors for your contribution to this effort.

4. Advisor Handbook/Binder Tabs

Advisors are encouraged to pick up the tabs for their Advisor Handbook. Please print the current information from <http://www.usu.edu/ats/foradvisors/advisorhandbook/index.html>. The list of advisors section will be updated in a few weeks. Extension sites need to email a request for tabs to stephanie.hamblin@usu.edu.

5. 25 ACT/580 SAT Score Grandfathered for QL

The General Education Subcommittee has given approval to grandfather the policy approved for Fall 2007 wherein a Math ACT score of 25 or Math Sat score of 580 will satisfy the QL requirement. Upon John's recommendation, the Math Department will determine if the Accuplacer exam will also satisfy the QL requirement.

6. Cluster Website Demonstration

Please go to usu.edu/SOAR/clusters/fall to familiarize yourself with the screens students use to register for SOAR and to select class clusters. The A-team will verify reported scores. A few noticeable changes are that the concurrent enrollment screen has been expanded, honors is not automatic, and more links and detail is available regarding specific majors.

7. Late Add Fee

Final approval has been given for a \$100 charge per class when students add classes after the third week of a semester. This policy affects off-campus students as well. Some exceptions will be made for such things as dissertations, practicums, international students, etc. This rule also applies to summer courses.

8. Math Question/Answer

Joe Koebbe (Math & Stats) outlined the five parts of the math placement plan:

1. MPATL = Math Prerequisite Acceptability Time Limit: this is the trip wire that a student needs to talk to somebody. AP, concurrent enrollment, and course grades will be valid for one year only; students need to have had some successful math experience during the last three semesters.
2. Math Placement: Accuplacer is ready for use. There is a \$10 fee for this 20 minute exam.
3. Drop-in Advising Office: Linda Skabelund, Lund 201, 797-0268.
4. SOAR: March 27 (Summer) Linda will administer the test in Geology 405 and 310; student proctors will be available.
5. Refresher Courses: A \$100 fee will be charged for this course which will cover 0900 thru 1220. Start time of courses will be staggered to accommodate students who may need to drop back. It would be optimal for students to take the placement exam before and after the refresher course.

Please refer to the attached flow chart which clarifies who should take the Math placement exam.

9. SOAR Update

Following are the scheduled dates for SOAR:

Summer SOAR: Mar 27

Fall SOAR: May 21; June 14, 18, 19, 21, 27, 28; July 12, 16, 17, 30; Aug 6

10. Advisor Workshop Series

“Body Language: What We’re Really Trying to Say” is the workshop Dave Bush will present on February 22 in TSC 335 from 11:00 am to 12:00 noon. Advisors need to give feedback to Stephanie expressing the interest they have in attending this workshop as well as continuing the series.

11. Important Calendar Dates

- Sally Peterson Farewell – February 15 in TSC 302 from 2:00 – 4:00
- ACC Monthly Meetings
 - March 8
 - April 5
 - May 10
- NACADA Region 10 Conference – May 14-16 in Mesa, AZ
http://www.nacada.ksu.edu/Regional_Divisions/region10/reginfo.htm
- UAOA – May 22-23 in Midway, UT