

ADVISING COORDINATING COMMITTEE

Wednesday, Mar 05, 2008
12:00 - SCI Tech Library 421

CONDUCTING: Stephanie Hamblin

EXCUSED: Krystin Deschamps, Tressa Haderlie, Harry Heap, Shukria Stewart King, Megen Ralphs, Karen Ranson, Karalee Ransom, Deborah Reece, Denise Taylor, Beth Walden

ATTENDING:

College of Agriculture: Lisa Allen, Tami Spackman, Eric Worthen

College of Business: Ruth Harrison, Katrina Nye, Candice Nyman

College of Education & Human Services: Terry Gas, Marilyn Kruse, Mary Lou Reynolds

College of Engineering: Mary Lee Anderson, Kathy Bayn, Isobel Roskelley

College of Humanities, Arts & Social Sciences: Marilyn Kraft, Daniel Mathews, Susan Parkinson, Marcia Roberts, Amanda Slade

College of Natural Resources: Emily Sorensen

College of Science: Geri Child, Myra Cook, Janalee Johnson, Yvonne Kobe, Dennis Welker

Disability Resource Center: Christine Lord

Distance Education: Amanda Peterson, Heather Thomas, Moab, Price, Salt Lake, Vernal

Honors: Danene Dustin

Multicultural Student Services: Sam Curley,

Registrar's Office: Shane Livingston, John Mortensen

Retention-First-Year Experience: Lisa Hancock

Student Support Services: Carol Sainsbury

University Advising: Michelle Bogdan, Pete Campbell, Stephanie Hamblin, Steve Johnson, Vicky Larsen, Jessica Olson, Renee Tuke

MINUTES

1. ENGL 1010 Enrollment

Dr. Kristine Miller reiterated that this class has and continues to be overloaded for the fall semester and that several new sections were added. However, spring enrollment is considerably low. Proposed solutions included resisting the urge for emergency action, and instead to encouraging students to register for the class in another semester. Since students cannot enroll in ENGL 2010 until they have 30 credits, this allows flexibility for students needing ENGL 1010. Ideally, enrollment for 1010 would be spread evenly across both semesters. The cap for each class is set to 22 and is expected to stay there.

2. Out-of-State Students and the CIL

Several scenarios were presented by Rob Barton. (1) Utah State accepts the CIL exam for students who transfer to USU from any institution within Utah AND have met a similar requirement at their previous institution. (2) USU students who desire to take the exam out of state need to find an acceptable proctor and work through Rob who will communicate with the proctor directly. Someone with a professional relationship; i.e., HR office at work, clergyman, etc. will meet the required conditions. Friends and family do not qualify. (3) USU does not accept any test or class from out-of-state institutions, but at some point, Rob would like to begin accepting Associate Degrees from other colleges.

3. Password Changes

Eric Worthen, chair of the IT User Advising Committee explained the procedure for updating our passwords. Two important dates: March 10 is the login date for a temporary password and April 10 is the deadline for your permanent password. Please refer to the IT webpage <http://www.it.usu.edu/> for detailed instructions. The Help Desk will be available to field questions.

4. March Brown Bag – Advisor Workshop Series

Thanks to all participants who attended the February workshop. The next brown bag is March 19 in the Senate Chamber (TSC 336) at noon; light refreshments will be served. To review the article (“Defeating Dr. No: How advisors Can be Positive Change Agents”), please go to www.nacada.ksu.edu/AAT/archives.htm. The web address was wrong on the email notification.

The Advising Conference is scheduled for August 12. It will be a one-day conference; new advisors will receive training throughout the year.

5. New Advisors in Departments

Please share with us when new advisors are hired. We would like to have a list of those who were hired after last year’s Advising Conference (August 2007). A greater advisor presence is encouraged in PEA; please check into the qualifications for president, vice-president or chairs of committees. Contact Stephanie or Michelle if you have questions.

6. SOAR

The following handout was distributed by Lisa Hancock regarding SOAR.

FALL 2008

When can incoming freshmen modify their cluster or register?

Coming to on-campus SOAR:

- The SOAR hold will be dropped on their SOAR date.
- We do not put an advisor hold on students who come to on-campus SOAR.

Doing SOAR Online:

- The SOAR hold will be set to clear on **May 23** if they live more than 400 miles away or if they came to Scholar's Day.
- The SOAR hold will be set to clear on **July 22** if they live within 400 miles.
- When we set a SOAR hold to clear on their registration eligibility date, we also place an advisor hold, which you can clear once they have been advised.

When can transfer students register?

- If the student has more than 24 post high school (not including concurrent enrollment or AP credits), he or she should only have an advisor hold and can register once that is cleared.
- If a student is admitted as a transfer student with less than 24 credits, but he or she will have the required 24 credits before starting school at Utah State, call the SOAR office and we will remove the SOAR hold and replace it with a transfer advising hold.

Student forms listing classes will be delivered to your office on SOAR days; if you do not use these forms, please let us know. Be aware that some students sign up for clusters and then do not pay; their classes will not be listed. John Reynolds (graduate student) is revising the on-line materials to state clearer objectives and give more accountability to students.

7. Other

ACC meetings will be moved to Thursdays this Fall and will be held in Sci Tech 163 where there is a surround mike system.

Summer '08 SOAR Date

April 1 (small)

Fall '08 SOAR Dates

May 27, 28

June 9, 10, 17, 19, 26

July 7, 9, 10, 17, 21

August 4

FYI on Registration Dates...

Summer Registration Begins

March 31st

Fall Pre-Priority Registration Begins

April 9th

Fall Priority Registration Begins

April 14th

Fall Open Registration Begins

April 19th

Annual Advising Conference

August 12th

Next ACC Meeting: April 9, 2008 in SciTech 421 at noon.

