

**ADVISING COORDINATING COMMITTEE**

Thursday, March 8, 2007

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

**CONDUCTING:** Stephanie Hamblin

**EXCUSED:** Kathy Bayn, Michelle Bogdan, Myra Cook, Krystin Deschamps, Lisa Hancock, Melanie Jones, Vince Lafferty, Darcie Peterson, Isobel Roskelley, Joan Smith, Eric Worthen

**ATTENDING:**

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

**College of Business:** Peggy Buttars, Karina Nye, Candice Nyman

**College of Education & Human Services:** Dawn Black, Marilyn Kruse, Mary Lou Reynolds, Karen Ranson, Sylvia Robinson, Denise Taylor

**College of Engineering:** Tressa Haderlie, Bonnie Ogden

**College of Humanities, Arts & Social Sciences:** Reid Furniss, Susan Parkinson, Marci Roberts, Scott Robinette

**College of Natural Resources:** Maureen Wagner

**College of Science:** Peter Kolesar, Dennis Welker

**Disability Resource Center:** Christine Lord

**Regional Campuses:** Blanding, Logan (Heather Thomas) Moab, Tooele, Jan Rostron, Ephriam

**Honors:** Danene Dustin

**Intensive English:** Margaret Garr

**Multicultural Student Services:** Cynthia Arocha, Sam Curley

**Registrar's Office:** John Mortensen, Marci Smith for Roland Squire

**Retention-First-Year Experience:**

**Student Athletic Services:** Shukria King

**Student Support Services:**

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

## MINUTES

### 1. E-mail Account Changes

ASUSU has approved pursuing a partnership with Google for all USU email. Students, faculty and staff with cc.usu.edu accounts will change to the new system. Unlike the current system you will be able to keep your new address forever. The cc accounts will remain valid long enough to make the transition smoothly. Although students will have the option to specify an e-mail address other than Google, the ability to receive financial aid information, grades, etc. will motivate them to keep their address current. By default, official university e-mail communication will be sent to the e-mail address entered into the Banner Access (SSB) system. It was suggested that when a mandatory password/pin change is made, the system could also require verification of the e-mail address. A concern was expressed that if a parent fills out an online application, would all communication be sent to the parent. USU IT will provide details about the transition plan and answers to questions as terms and conditions are completed.

### 2. Late Add/Drop Policy Update

A follow-up email will be sent to students informing them of the refund policy. Two weeks into a semester, 100% tuition will be refunded; at three weeks, 50% and after that no refund. There will be a \$100 late fee for classes added after the deadline. Classes cannot be dropped after 75% of class is completed. There will be a petition process for extenuating circumstances. Because Banner lacks the capability of a daily purge when students owe a balance, a process is being developed where a manual purge can occur. The Controller's Office is hiring a collector to recoup the sizeable outstanding balance.

### 3. Northwest College Articulation Information

USU has agreed to an articulation agreement with Northwest College in Powell, Wyoming. University Advising has completed the data entry, and the section will be added to the handbook.

### 4. Warehouse Needs

Advisors identified the following desired items: expected graduation date, degree term, degree checkout status, concentration/major/emphasis. Degree audits must be built first. Requests mentioned which are available now: minors, general education identification, and academic action codes.

### 5. Recruitment/Conference Planning

Because of budget considerations, encouragement is given to all departments to share rides and rooms. If you are planning to attend a conference or recruiting event, please contact Deborah Reece [Deborah.reece@usu.edu](mailto:Deborah.reece@usu.edu) 797-3373. Her role will be to keep a list of those wishing to attend and share it with interested parties through email.

### 6. Role of University Advising Office

Policy: many departments have requested that University Advising not advise students in their majors, ie: Engineering, Business etc.. The UA advisors can answer general questions—but will not check to see that a student has met the general education requirements for a particular major.

### 7. General Studies Degree Proposal

A committee will be formed comprised of Steve Hanks and advising chairs to review specifics of this proposal. Regional campuses will be represented. Consideration will be given to the impact of such things as academic action, graduation paperwork, and funding. Via email, Stephanie will inform all advisors of the progress of the committee.

### 8. Workshop Series Ideas

The workshop on body language by Dave Bush was extremely informative. Other workshops which have been suggested: How to Write a Proposal for Presentation at a Conference, How to Put a Portfolio Together (with a follow-up workshop where advisors would bring materials and learn how to assemble them). You are encouraged to make additional suggestions.

**9. FERPA Review**

John will attend a state-wide conference to address current and best practices on details such as can we tell parents the balance owed by a student. Consideration is being given to a handout at SOAR for students to declare what information they want released. A comprehensive campus plan will be developed and distributed.

**10. Clusters**

30 more students than last year have signed up for clusters to date. One statistic we are tracking is who submits the information—parents or students. Currently, about one in 10 students are submitting their own information; however, as deadlines approach, it is anticipated more parents will enter the picture. John will check with the math department to see if a certain score on the math placement test will satisfy the QL requirement.

**11. PEA/CEA**

Advisors are encouraged to serve on the PEA committee—there are four vacancies for the 2007-09 calendar year. The committee meets once a month. You are also encouraged to nominate an employee of the quarter from your office. PEA Scholarship applications are due March 16. The PEA/CEA luncheon is scheduled for March 26 at 11:30-12:30 in the Walnut Room. Lyle Hilliard and Fred Hunsaker will both be in attendance to talk about what happened at the Capitol during the 2007 legislative sessions. For reservations, PEA members should call Chris Lord (7-0359); CEA members please call Judy Nielson (7-2282). Cost is \$3.00 per person for a lasagna buffet.

**12. Other**

The Summer 07 schedule of classes is currently at press. It will be available on line Friday, March 09, 2007. The fall schedule will go to press soon.