

**ADVISING COORDINATING COMMITTEE**

Thursday, April 5, 2007

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

**CONDUCTING:** Stephanie Hamblin

**EXCUSED:** Danene Dustin, Karalee Ransom, Beth Walden, Eric Worthen

**ATTENDING:**

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

**College of Business:** Katrina Nye

**College of Education & Human Services:** Dawn Black, Melanie Jones, Marilyn Kruse, Darcie Peterson, Denise Taylor

**College of Engineering:** Mary Lee Anderson, Isobel Roskelley, Joan Smith

**College of Humanities, Arts & Social Sciences:** Reid Furniss, Susan Parkinson

**College of Natural Resources:** Kristy Hodson, Maureen Wagner

**College of Science:** Myra Cook, Janalee Johnson, Peter Kolesar, Dennis Welker

**Disability Resource Center:** Christine Lord

**Distance Education:** Logan (Vince Lafferty, Heather Thomas) Brigham, Moab, Tooele

**Intensive English:** Margaret Garr

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

**Registrar's Office:** John Mortensen

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

**Student Athletic Services:** Shukria King

**University Advising:** Michelle Bogdan, Susan Haddock, Stephanie Hamblin, Steve Johnson, Megan Ralphs, Deborah Reece,

**Other:** Marion Jensen (open courseware)

**MINUTES**

- 1. Transcript Update – John Mortensen**

Our official transcripts have the courses from other schools articulated to our courses, often showing ELEC 1XXX. National and other state schools list transfer work as a summary with total credits. If students need official transcripts of their transfer work for graduate school, etc., they can get official transcripts from each school they attended. The unofficial transcripts in SSB will still list the courses as they are articulated to our courses. If a student retakes a course at USU from a transfer school, the GPA will still be adjusted.

**2. Clusters – John Mortensen**

Currently we 60 more students than last year have registered for a cluster. Math 1010 is down because of the math placement requirement, but overall 650-700 more classes are being filled than last year at this time and 62 courses have been closed because of cluster registration. Classes have been capped for clusters allowing space for other students to register for those courses April 9<sup>th</sup>, for example, Engl 1010 has left 5 spaces open in each class in order to allow current students to take the class.

**3. Math Placement Demo – Linda Skabelund**

If students or advisors have questions about the Placement Exam, please call the Math Department. There is an Elementary Math exam for Math 0900 and 1010 and a College Algebra exam for Math 1010 and above. As a student answers the questions, if they get them correct, they are asked questions at a higher level to place them in the correct math class. The fee is \$10, which is charged to the student's account, and he/she can take the class as many times as they want to pay for it. Math has some materials to provide to students as well as using a math book and the internet to study before taking the exam. The exam is given in Geol 310 and students need to call Linda between 7:30 and 10:30 to schedule a time to take the exam. Students only need a student ID when they come. There are ways to accommodate DRC students; however, a student must take the test in English without a dictionary or explanation. The class is taught in English and so the student must take the test in English. The Math Department is also working on some things online for students. Linda demonstrated the exam. The exam is good for one year.

**4. Connections 2007 – Noelle Call**

There will be 60 sections of Connections, capped at 25 students this year. In the past the sections were major/interest specific which worked well in theory but not in practice. If a certain area's class was filled, students would then think they could not register for another Connections section. There are a few (Engineering, Theatre Arts, Agriculture, Honors) that are major specific, but the majority are hybrid. The common literature experience is a book titled "Complications" and is written by a practicing physician. He will also be our Convocations speaker. All are invited and encouraged to participate. A few reason the book was chosen is that it models excellent essay writing and the learning/decision making process and is interesting.

**5. Retention Symposium – Noelle Call**

A University Retention Symposium is being planned with more details to come. The First-year Experience/Retention office is also working on an Early Alert task force. The goal is to identify at-risk students as early in the semester as possible in order to provide resources that will help them be successful. Connections grades are an early indicator of academic difficulty. Approximately 78% of students whose Connections grades are a B or higher stay in good standing; about 47% of those with a B- or lower so not. Connections grades are due in October and the First-year Experience/Retention office will notify advisors of students who are at risk. There are also eight professors on campus who will pilot an Early Alert program, indicating students who are not attending class and/or did not do well on their first exam. They are also collecting a large amount of data that can be shared with other departments in their retention initiatives.

**6. On-Course – Marion Jensen, Director of Utah State Open-courseware.**

Universities have a large amount of content that is available only for students who are registered for a on-line specific class. Open Courseware puts that information on a website for others to access. Hundreds of universities across the world are participating, and Utah State is a leader in

this project. This can apply to advising by education our students to what is available and gives them valuable information about specific courses. There are 60 courses from 20 departments from USU at this time; Math will be available the end of spring semester. The focus at this time is on general education courses. The office has received money from the Legislature to expand. Students do not get credit nor can they contact the professors. Most courses will not allow a student to test out of, but it does provide a review for them. The office is located in the FACT Center and the URL is <http://ocw.usu.edu>.

**7. USU Advising Conference – Susan Haddock**

The dates for the conference are August 13 and 14 (Monday and Tuesday). The committee would like some feedback from advisors about what they would like to hear. The theme is “Advising Excellence: Putting the Pieces Together”. The Call for Proposals will be sent out soon. For questions and/or ideas, contact Susan at [susan.haddock@usu.edu](mailto:susan.haddock@usu.edu).

**8. UAOA Conference – Stephanie Hamblin**

The dates for the UAOA Conference are May 22 and 23. USU has the highest number of registrants, but still only 25. For registration information please visit: <http://organizations.weber.edu/uaoa/> UA is taking a short bus and will also have a couple of cars leaving at staggered times due to SOAR. Let Deborah Reece ([deborah.reece@usu.edu](mailto:deborah.reece@usu.edu)) know if you would like to share rides, hotel room, etc., and she will provide information about others who also would like to share. The conference is relatively inexpensive is a good opportunity to connect with other academic advisors across the state.

**9. Honors Lunch – Stephanie Hamblin**

Honors is providing lunch May 10 immediately following ACC meeting. Students were not automatically placed in Honors this semester and Honors would like to let us know how we can help students who would like to participate. RSVP to Danene Dustin in Honors ([danene@cc.usu.edu](mailto:danene@cc.usu.edu)).

**10. ACC Meeting Schedule for 2007-2008 – Stephanie Hamblin**

The last meeting for this academic year will be May 10 in the same room. For next year they will be held Wednesdays at 11:30-12:45 in LIB 421. Tentative **dates** are listed below.

September 12, October 10, November 14, December no meeting scheduled

January 16, February 13, March 5, April 16, May 7

**11. Other – Advisor Workshop Series**

Want to know more about medical emergencies or situations that may arise where you work?

What are you liable for working at USU?

“Basic Medical and Safety Procedures”

TSC 335

April 19<sup>th</sup>

11:00 to 12:00 noon

University Advising has hired two new advisors who come from Regional Campuses/Distance Education. The advisors are Vicky Larsen and Pete Campbell. We welcome their expertise with the Logan Distance Education/Regional Campus. This is a step toward the one campus concept.