

ADVISING COORDINATING COMMITTEE

Wednesday, April 23, 2008
12:00 - SCI Tech Library 421

CONDUCTING: Stephanie Hamblin

EXCUSED: Joyce Allen (Tooele), Suzanne Anderson (Tooele), Danene Dustin, Janalee Johnson, Candice Nyman, Karalee Ransom, Beth Walden

ATTENDING:

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

College of Business: Peggy Buttars

College of Education & Human Services: Shannon Burgin, Tressa Haderlie, Marilyn Kruse, Becky Morgan, Darcie Peterson, Mary Lou Reynolds, 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

College of Natural Resources: Emily Sorensen, Maureen Wagner

College of Science: Richard Cutler, Yvonne Kobe, Linda Skabelund

Disability Resource Center: Christine Lord

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

Intensive English: Margaret Garr

Multicultural Student Services: Cynthia Arocha

Registrar's Office: John Mortensen

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

Student Support Services: Carol Sainsbury

University Advising: Michelle Bogdan, Susan Haddock, Stephanie Hamblin, Steve Johnson, Vicky Larsen, Jessica Olson, Megen Ralphs, Deborah Reece, Renee Tuke

MINUTES

1. Robin's Professional Advisor of the Year

Congratulations to Kathy Bayn, Engineering, for being the recipient of this prestigious award!

2. MHR 1160

Two sections of this class will be taught in the fall: Tuesday and Thursday from 3:00 – 4:00. Transitional Opportunities for Proactive Students (TOPS) is a one-credit on-campus course designed to help incoming freshmen (and some transfer students) make the transition to University life. Workshops include such topics as cultural awareness and information about campus services. Students should call Cynthia Arocha at 797-1733 to register.

3. Data Warehouse Tutorial

Steve Johnson presented an overview of the resource available to advisors through Discoverer Viewer. Access these reports at www.usu.edu/advising/for_advisors. If the system seems sluggish, you may need to update JAVA.

4. Associate Degree (out-of-state) Policy

The official policy is still being refined. When Degree Works is in place next spring, degree audit will remove some of the burden from advisors. A discussion regarding stop out procedures (courses from seven to ten years ago) concluded that academic departments still make decisions as to what credits are accepted for department requirements and general education. Departments may choose to include a statement similar to “we reserve the right to review but not necessarily accept...” on their requirement sheets.

5. Introduction of new Math Department Head

A warm welcome was extended to Richard Cutler who is the new head of the math department. Linda Skabelund thanked advisors for their cooperation with the recent changes in prerequisites for math courses.

6. Provisional Admissions

About 5% of incoming freshmen do not meet the admission standard and will be admitted provisionally which is then listed as their academic standing and is equivalent to academic warning. This status will change at the end of one semester: either to probation if GPA is less than 2.0 or to good standing if above 2.0. A \$45 academic assistance fee will be assessed to all students with an academic action code regardless of their major.

7. FERPA

Violations of policy are serious! Two incidents occurred recently where University employees may lose their jobs due to breach of information. Remember, access to student information is provided for you to enable you to perform your duties and should not be inappropriately shared. When complaints/potential violations of FERPA come to the Registrar, they are immediately referred to HR for action.

8. SOAR

1700 students are currently registered; technically, the deadline is May 1 so a last-minute influx is expected. Finishing touches are being made to on-line SOAR and will subsequently be sent to advisors. However, whenever possible, please encourage students to come to on-campus orientation. Confirmation letters will include a survey confirming their major and outlining specific tasks such as how to set their password. The afternoons of June 6 and August 15 are dates for the Transfer Preparation Program. This free program will acquaint transfer students with policies and procedures and outline involvement opportunities. Re-entry/non-traditional SOAR days are June 17 and August 4.

9. April Brown Bag – Advisor Workshop Series

Advisors were encouraged to attend the discussion, “Digital Native or Digital Immigrant, Which Language Do You Speak?” on April 30 at noon in SCITECH 421. The article can be found at www.nacada.ksu.edu/clearinghouse/AdvisingIssues/Digital-Natives.htm. This workshop will be broadcast to the RCDE distance sites as well.

10. Other

- Construction in the Registrar’s Office will be completed in two weeks. An open house will be scheduled at the end of May.
- Norm Jones will be on sabbatical; Richard Mueller will assume his responsibilities on the Gen Ed Subcommittee.
- The question was raised as to whether clusters are problematic to on-campus students. It was recommended that instructors be informed that classes are being populated before registration opens.
- Beginning Summer 2008, students will be required to fulfill an Exploration Requirement. A student may choose an additional class from of the following General Education Categories: QL, BAI, BCA, BHU, BLS, BPS, or BSS. This additional class is required only for students attending USU for the first time Summer Semester 2008 or thereafter.
- Please remind students who are leaving for and LDS mission/humanitarian service to file a Leave of Absence prior to leaving. Access the form at www.usu.edu/rfye/loa.
- Fall '08 SOAR Dates
May 27, 28
June 9, 10, 17, 19, 26
July 7, 9, 10, 17, 21
August 4