

Advising Coordinating Committee
May 6, 2004

MINUTES

In Attendance: John Mortensen (conducting), Lisa Allen, Sophie Bassett, Kathy Bayn, Karen Bindrup, Peggy Buttars, Noelle Call, Jerry Clarke, Myra Cook, Amanda Cram, Krystin Deschamps, Penny Findlay, Fawn Groves, Tressa Haderlie, Stephanie Hamblin, Lisa Hancock, Ruth Harrison, Joslyn Heiniger, Bill Jensen, Janalee Johnson, Melanie Jones, Marilyn Kruse, Rachel Lewis, Christine Lord, Jana Kay Lunstad, Lyndsay Lyman, Janet Lyons, Susie Maughan, Erin McDonough, Cindy Moulton, Kristi Munson, Betty Murri, Cathy Myers-Roche, Sheri Noble, Wade Oliver, Darcie Peterson, Megen Ralphs, Karen Ranson, Marianne Rich, Isobel Roskelley, Lynne Slade, Tami Spackman, Maureen Wagner, Dennis Welker, Eric Worthen

Extension Sites Participating: Blanding, Salt Lake

Excused: Heidi Beck, Glenn Davis, Peter Kolesar

1. Full Courses for Fall Semester ? John Mortensen The back of the agenda listed all 1000- and 2000-level classes that are already full for fall semester, mainly due to course cluster registration. Advisors were asked to bring these courses to the attention of department heads to determine if additional courses need to be offered.
2. 2004-2005 General Catalogs Available ? John Mortensen The new catalogs are available for pickup in TSC 304. Please do not pick up individual copies. It is recommended that one individual pick up catalogs for an entire office. There are 16 catalogs per case.
3. Graduating Student Survey and Freshman/Sophomore Survey ? John Mortensen The results are now available for the 2003 Graduating Student Survey and the 2003-2004 Freshman/Sophomore Survey. There is an individual summary worksheet available for each advisor. John asked who should receive copies of the worksheets. Advisors recommended that individual advisor worksheets should be attached to an e-mail and sent to the advisor and their department head or dean. John noted that summary data has not been compiled yet to show how an advisor did in comparison to others. This information may be available later in the summer. There was some discussion as to whether this information should be made available on the web. The committee recommended that for now the information be only for advisors and their supervisors. John will take this recommendation to the Provost's Office.
4. International Student Orientation ? Lisa Hancock Orientation for new international students who will be attending USU this summer is May 7. A small group is expected. Advisors should set aside 1:00 p.m. to meet with these students.
5. Update on Common Course Numbering ? Rachel Lewis Rachel discussed the background behind House Bill 320, Transferability of Credits among Higher

Education Institutions. Detailed information is available on the Utah State Legislature website (le.utah.gov).

Many discipline-specific meetings have been held to discuss lower-division courses and a common numbering system. Rachel will be putting together a summary document as to how the common course numbering will affect current USU courses.

6. Maricopa Community College District ? John Mortensen John indicated that Maricopa Community College District in Arizona is interested in establishing a more formal articulation and recruitment process. John, Rachel, and Jenn Putnam from Admissions will be working with Maricopa on the details of the agreement.

7. Tuition Surcharge for Excess Credits ? Bill Jensen Beginning Fall Semester, students who have attempted more than 170 credit hours will be charged out-of-state tuition for excess credits. There are a few exceptions, such as a student who has a significant number of transfer credits, or a student who has had an increase to a degree, such as an additional minor. The Cashiers Office has sent an e-mail to all students who are close or above the 170 credit limit. Initially, it was indicated that this would not be in effect until Spring 2005, but it will be in effect for Fall 2004, based on the number of credits earned as of the end of Summer 2004. AP, concurrent enrollment, and language examination credit do not count toward the 170 credits.

Scenario: A student who has 165 credits at the end of Summer 2004 would be charged regular tuition for all classes taken during Fall 2004. The student would not be charged resident tuition for the first 5 credits and nonresident tuition for the remaining credits. Tuition charged is based strictly on total credits prior to the semester for which a student is registering.

8. Update on University Connections Course ? Noelle Call There are three different versions of the University Connections course that will be offered this fall.

The traditional two-credit version will begin on the Monday one week prior to the beginning of classes, with a one-hour follow-up each week for the first six weeks of the semester. There are specific sections set aside for Honors students. All students in the two-credit class will be required to read "Hope in the Unseen." All University staff are invited to attend a Convocation on Tuesday, August 24 at 10:30 a.m. in the Kent Concert Hall. The speaker will be the subject of the book, Cedric Jennings.

There will also be a three-credit version of the class offered. Three sections will offer a career exploration component. There will also be sections for students in Freshman Interest Groups (FIGS) sponsored through Housing. These students will also be required to read the book.

There will be a one-credit version of the class offered for students who cannot attend the week prior to the beginning of the semester. These sections will meet for one hour, twice a week for the first eight weeks of the semester. The book is not required reading for these sections.

9. 148 Screen and Student Deficiencies ? John Mortensen There are many student records with comments about deficiencies on the 148 screen. John would like to

have a committee bring forward some recommendations as to what will be required of students to satisfy those deficiencies. In some instances, students are shown to have a deficiency when it is obvious that a deficiency does not exist. One example is a student who has a 33 English ACT score, but the record shows the student as deficient in English. John will look into this further and bring some recommendations forward in the fall.

10. Student Orientation, Advising, and Registration ? Lisa Hancock Advisors are encouraged to look at a draft of the new online orientation at www.usu.edu/soar/online. Lisa gave a quick overview of online orientation and the on-campus orientations. Advising times for the on-campus orientations is 1:30 p.m. (last year advising took place at 1:00 p.m.) Lisa has taken several actions in an effort to reduce the number of walk-ins at SOAR, so that advisors may be better informed as to which students to expect. Lisa has been getting requests from academic departments to promote specific majors. Lisa is looking into ways to accomplish this in such a way that all majors may participate, so as to be fair. She is receiving similar requests from employers who want to solicit students for employment at SOAR. It was suggested that a certain number of tables be allocated and that they be reserved on a first-come, first-served basis.

Other

We wish the best to Sheri Noble, who will be retiring this summer. Also, congratulations go out to the following individuals:

Darcie Peterson ? 2004 Professional Advisor of the Year
Susie Maughan ? 2004 NACADA Outstanding New Advisor Certificate of Merit
Jana Kay Lunstad ? 2004 NACADA Outstanding Advisor Certificate of Merit
Mary Leavitt ? 2004 NACADA Outstanding Advising Administrator

SOAR DATES (Advising at 1:30 p.m.)

Friday, June 18 (Transfer Students & Outdoor SOAR) Monday, June 21 Tuesday, June 22 Wednesday, June 23 Thursday, June 24 (first day of Two-Day SOAR) Wednesday, July 7 Thursday, July 8 Friday, July 9 Thursday, July 15 Friday, July 16

NEW ADVISOR ORIENTATION

Monday, August 16

USU ADVISING CONFERENCE

Tuesday, August 17

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