

ADVISING COORDINATING COMMITTEE

Wednesday, September 11, 2008

12:00 - SCI Tech Library 163

CONDUCTING: Stephanie Hamblin

EXCUSED: Lisa Hancock, Jessica Olson, Darcie Peterson, Heather Thomas

ATTENDING:

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

College of Business: Peggy Buttars, Ruth Harrison, Katrina Nye, Candice Nyman, Lindsey Thurgood

College of Education & Human Services: Dayna Barrett, Shannon Burgin, Mary Lou Reynolds, Denise Taylor, Shelly Wiegand

College of Engineering: Mary Lee Anderson, Kathy Bayn, 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: Geri Child, Janalee Johnson, Karalee Ransom, Dennis Welker

Disability Resource Center: Christine Lord

Distance Education: Brigham City, Ephraim, Moab, Vernal

Financial Aid: Jael Thompson

Honors: Danene Dustin

Multicultural Student Services: Sam Curley, Keith Osai

Registrar's Office: John Mortensen

Retention-First-Year Experience: Krystin Deschamps

Student Support Services: Carol Sainsbury

Study Abroad: Kay Forsyth, Dennis Kohler

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

MINUTES

1. Introduction of Advisors

A warm welcome was extended to new advisors. All advisors introduced themselves by name and department.

2. Career Services

Derek Jack outlined the changes in core curriculum for Career & Life Planning, PSY 1220. There are currently four sections being taught with 80 to 100 students in each. In an effort to downsize classes, an evening course will be added for Spring with a 40 student cap. Classes are now more activity based; i.e., Holland Code panel, representing different themes in the panel; road trip where students can interview professors and alumni; guest speakers from companies such as ShopKo, S&S Power, and the USU Counseling Office.

3. CIL Additional Assessment Fee

Approval has been given to charge an extra \$30 fee to students with over 60 USU credits. The last opportunity to take the exams with no additional charge is: Seniors—October 31, Juniors—November 30, those who are about to reach 60 credits—first of Spring semester. Students will be notified of the new policy via email. It is possible for students to receive a refund of the initial \$30 fee which is charged upon admission.

4. IT Updates

Passwords expire every six months; an email notification will be sent. To facilitate sending messages to advisees by email, students should be encouraged to have their preferred email address set in Banner. To send messages, put your name in the To box with addressees entered in as blind carbon copies, but this process works only under 100 students. Data Warehouse is the most accurate source for student lists. Semi-colons in lists don't work for Macs. The CIL designation for transfer students will soon be posted on transcripts. Contact Eric Worthen at eric.worthen@usu.edu for additional information. The Virtual Private Network Connection can be accessed at

5. Major Fair

October 10 is the date for the Major Fair and is for USU students only. Preview Day has been cancelled. You are expected to furnish a table cloth for your department. No name tags will be provided this year. Lunch will be provided (a limit of two lunches per table) during the lunch hour. More information is forthcoming in a letter next week. An additional focus will be on minors this year.

6. BANNER – Time Conflict

The Registrar's Office will change the end time of classes to 11:59, across the board, which should avoid the problem. In the case of a true overlap, the instructor should know. Finals schedules could be a problem. A new authorization form is being designed which requires two signatures. Training will be given at next month's meeting on SFASPRO regarding codes, authorizations, and overrides.

7. Study Abroad

The Study Abroad and Passport Fair is September 16 from 10:00 am to 2:00 pm. Kay Forsyth emphasized that Study Abroad offers a unique opportunity for students and is affordable. Financial aid/scholarships apply nearly 100% of the time. Several options are available; email studyabroad@usu.edu for more information. An Advance Credit Approval form must be submitted before the experience, and the advisor completes an articulation form afterwards. Any transfer credits do not factor into the GPA. An informative DVD was shown which is embedded on the website.

8. Leave of Absence

There seems to be some confusion about when a Leave of Absence is necessary and which students need to actually meet with Krystin Deschamps. Please refer to the LOA website for clarification. A student who is leaving or dropping the last class needs a LOA. Most students can file on line. If an advisor feels a student needs exit counseling or if there is danger of losing a student, please contact Krystin at 797-0977 or by email at matriculation.advisor@usu.edu.

9. New Century Scholarship

These students are not required to take two USU courses. Most of them have completed Associate Degree requirements prior to coming to campus. The transcript will indicate AS General Studies.

10. September Brown Bag – Advisor Workshop Series

The next workshop is September 18 at noon in SCITEC 163. “The Advisor as Servant: The Theoretical and Philosophical Relevance of Servant Leadership to Academic Advising” is the article for discussion. The article can be found in the NACADA Journal, Volume 27 (2), Fall 2007. Please attend and bring a friend. For additional information, please contact Michelle Bogdan or Deborah Reece at 797-3373.

11. Other

- Spring will be the last semester the Schedule of classes will be printed.
- The General Catalog will be published every year.
- Advisors, be aware of students working the system; i.e., auditing classes and then dropping.
- Vernal Open House: October 22 from 6:00 – 8:00. Contact Josh Hunter by email at josh@ext.usu.edu or by phone at 435-722-2294.