

ADVISING COORDINATING COMMITTEE

Thursday, September 14, 2006

12:00 noon - EC 101

Excused: Peter Kolesar, Cathy Myers-Roche, Wade Oliver

ATTENDING:

Admissions: Katie Nielsen

Advising & Transfer Services: Stephanie Hamblin (conducting), Michelle Bogdan, Becki Broadbent, Susan Haddock, Deborah Reece, Renee Tuke

College of Agriculture: Lisa Allen, Emily Hoffman, Betty Murri, Tami Spackman, Eric Worthen

College of Business: Peggy Buttars, Ruth Harrison, Joslyn Heiniger, Katrina Nye, Megan Ralphs, Isobel Roskelley, Linda Skabelund

College of Education & Human Services: Dawn Black, Tressa Haderlie, Melanie Jones, Marilyn Kruse, Darcie Peterson, Karen Ranson, Mary Lou Reynolds, Sylvia Robinson, Denise Taylor

College of Engineering: Kathy Bayn, Joan Smith

College of Humanities, Arts & Social Sciences: Susan Parkinson, Sally Peterson

College of Natural Resources: Maureen Wagner

College of Science: Liz Heffernan, Janalee Johnson, Karalee Ransom, Dennis Welker

Disability Resource Center: Christine Lord

Distance Education: Blanding, Brigham City, Ephraim, Logan (Heather Thomas), Moab, Price, Tooele

Honors: Danene Dustin

Intensive English: Margaret Garr

Multicultural Student Services: Cynthia Arocha, Sam Curley

Registrar's Office: Mindy Christensen, John Mortensen, Roland Squire

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

Student Support Services: Carol Sainsbury

MINUTES

1. Introductions

Welcome Advisors—old and new—to another great year at Utah State and ACC meetings! We appreciate your input and encourage your continued attendance.

2. Banner Trainers/Authorizers

Please refer to the attached list of authorized trainers for AD101 (SSB) and AD102 (INB). If changes or additions to this list need to be made, please email Stephanie.hamblin@usu.edu. Remember, authorization forms for faculty and support staff should be sent to Stephanie, whereas those requests for peer advisors need to go to Wade Oliver.

3. Major Fair

This annual event is scheduled for Friday, October 14 and will again be held in conjunction with Preview Day. The registration deadline is Thursday, September 21. Each department will be responsible for providing a tablecloth for their display area. Linen tablecloths can be purchased at Sam's Club for just over \$21.00 for sets of three. If a department needs only one cloth and is interested in sharing the expense with another department, please contact Becki Broadbent Rebecca.broadbent@usu.edu who will coordinate this endeavor. Please encourage students to take advantage of the interest boxes. A list of all students who fill out a paper will be compiled and forwarded to departments along with the papers.

4. Advisor Updates (SGAADVR)

Detailed instructions on the use of this screen are attached. Because this Banner screen is not term specific, students still show up although they may not be attending. Names of previous advisors must be manually removed. Also, graduate students are still listed under their undergraduate advisor. Solution: If you make a point to add your A# on the Undergraduate Change of Matriculation Form, the Records staff will make the appropriate changes.

5. Recruitment Open Houses

Katie Jo Nielsen acknowledged the significant role of advisors in the increased enrollment figures and encouraged a high level of participation in the scheduled Open Houses and Roads Tour again this year. Evanston, Star Valley, St. George and Las Vegas are new locations for Open Houses. Because of the high number of students in specific high schools, Roads Tours will be held in Davis & Weber Counties as well as in Salt Lake County. Advisor attendance at Idaho events is specifically encouraged. Scholarships will be awarded on the spot again this year; however, there will not be a discount for the admission application. For more information and a complete list of the events planned, contact Katie.nielsen@usu.edu.

6. Academic Standing

In SIS Plus, repeats were automatically changed. However, Banner is a static field so repeats are reflected only by an "E" notation (excluded from GPA calculation). This puts us in compliance with University policy, but it is expected that suspension numbers will increase. Also, advisors need to contact Krystin Deschamps regarding the policy on complete withdrawals. As an advisor, do you want to speak with students who are completing withdrawing after 75% of the semester?

7. Registration Lines

John Mortensen thanked the advisors for the impact they had on reducing the length of lines in the Registration office. Credit was also given to Gary Egbert (Student Lab Services Manger) and the A-team for the effect they had on streamlining the registration procedure. More changes are planned for next year. In the future, an LCD player will be positioned in the hallway to answer general registration questions.

8. Articulation

It was proposed that departments (majors) decide what courses taken over seven years ago meet their requirements. Specific procedures will be revisited.

Welcome to Mindy Christensen who has replaced Tracy Jones as the Articulation Coordinator. Articulation is moving to the Registrar's Office. Jennifer Caines who has been articulating in-state schools in transferring back to Admissions. This will seriously impact the tremendous backlog; much of this accumulation is due to the fact that SIS Plus courses didn't cross over. Wade Oliver is updating the USU website which will remain on the University Advising site for now. Articulation tables for 2007 are not completely loaded but you will be informed of updates.

9. SPACMNT and FERPA

As a follow up to the Advising Conference, specifically the keynote speaker, a University plan for parents is being developed. SPACMNT is a comment screen where the Registrar's Office is posting if a student has a release of information on file and to whom that information may be released.

10. CAPP

CAPP is still at least one year from going live. It is not beneficial to turn it on now because of the many clean ups necessary. It will eventually be a great information tool for advisors.

11. Graduation Deadlines

The question was asked if there could be an actual date published rather than designating the second Tuesday. Roland Squire informed us that in the future there will be a date for each semester. As a cross check, CAPP should be run before the graduation application is signed. The Registration staff will get with college representatives and update graduation application status weekly.

12. SOAR

SOAR dates for next year have been scheduled. Spring SOAR will be November 13 and 17, with an undeclared day on November 14. March 27 is the date for Summer SOAR. Fall dates are as follows: May 21 and 22, June 14, 18, 19, 21, 22, 27, and 28, July 12, 16, 17, and 30, August 6. FYI: 250 to 300 students completed SOAR after the scheduled dates this past summer.

The cluster web site will be modified for Fall; suggested clusters for Spring will be posted this week; there will be no clusters for Summer.

13. NACADA Webinar “Advising as Teaching”

This Webinar is scheduled on September 26 from noon to 1:30 pm in Room 507 of the University Inn. Please email Stephanie Hamblin if you wish to attend. There is no fee.

14. Workshop Series Ideas

Please send ideas and suggestions to Stephanie Hamblin. This month’s workshop will be the Webinar.

15. Other

The purge is a problem, particularly for transfer students. Perhaps this information should be included on a checklist sent to all transfer students. Notification is now sent to USU email accounts, but that method is ineffective because incoming students aren’t using their cc accounts yet. A discussion of the purge policy is imminent.

All students interested in attending a Pre-Health Professions School (Medical, Dental, Pharmacy, Physician Assistant, Optometry, or Chiropractic Schools) are invited to attend one of the Pre-Health Orientation Meetings. Dates and times: Monday, September 18 from 6:00 to 7:30 pm in BNR 102 or Wednesday, September 20 from 12:00 to 1:00 pm in the University Inn 507

PEA Annual Luncheon – Wednesday, October 18 noon-1:15 in the Ballroom