

**ADVISING COORDINATING COMMITTEE**

Wednesday, October 9, 2008  
12:00 - SCI Tech Library 163

**CONDUCTING:** Stephanie Hamblin

**EXCUSED:** Danene Dustin, Susan Haddock, Janalee Johnson, Marilyn Kruse, Deborah Reece, Beth Walden

**ATTENDING:**

**College of Agriculture:** Lisa Allen, Tami Spackman, Eric Worthen

**College of Business:** Peggy Buttars, Ruth Harrison, Candice Nyman

**College of Education & Human Services:** Shannon Burgin, Chad Downs, Mary Lou Reynolds

**College of Engineering:** Mary Lee Anderson, Kathy Bayn, Bonnie Ogden, Isobel Roskelley, Joan Smith

**College of Humanities, Arts & Social Sciences:** Marilyn Kraft, Susan Parkinson, Marcia Roberts

**College of Natural Resources:** Emily Sorensen, Maureen Wagner

**College of Science:** Geri Child, Myra Cook, Janalee Johnson, Karalee Ransom, Linda Skabelund, Dennis Welker

**Disability Resource Center:** Diane Baum

**Distance Education:** Brigham City, Ephraim, Logan (Amanda Peterson, Janey Stoddard), Orem, Price, Roosevelt, Tooele

**Multicultural Student Services:** Keith Osai

**Registrar's Office:** John Mortensen

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

**Student Athletic Services:** Brian Evans, Jason Thomas

**Student Support Services:** Carol Sainsbury

**University Advising:** Michelle Bogdan, Pete Campbell, Steve Johnson, Vicky Larsen, Jessica Olson, Megen Ralphs, Renee Tuke

## MINUTES

### 1. Intent to Transfer

The Intent to Transfer program is being reinstated. Tanner Deaton from the Admissions office presented an overview of the revisions that have been made to the guidelines previously used. The main objective is to offer students a seamless transfer process from their current junior college to Utah State University. Currently, CEU and Snow are the only participants. Several questions about the guidelines were posed, including the following:

- 1) How can we guarantee graduation requirements will not change?
- 2) Can we even promise acceptance into a major?
- 3) What is the process for advisors to be informed of students coming to their major?
- 4) Is a contract or an outline of major requirements required?

It was determined that Admissions, University Advising, and Registrar's will meet and refine the program procedures. A representative from Admissions will attend the November ACC meeting to report. Please address any questions or concerns to either [tanner.deaton@usu.edu](mailto:tanner.deaton@usu.edu) or [stephanie.hamblin@usu.edu](mailto:stephanie.hamblin@usu.edu).

### 2. Major Fair - October 10

- Please be set up no later than 9:45 a.m. (May begin as early as 7:00 a.m.)
- Two lunches (only) per department available between 12:00 and 1:00 p.m.
- Each department needs to supply their own ID tags; Megen will bring tag holders.
- Remember to bring your table cloth.

### 3. Change in RCDE Tuition & Fees (Main Campus)

Vince Lafferty reviewed the tuition policy for broadcast classes. If a student receives a charge, in error, email Janice Morales at [Janice.morales@usu.edu](mailto:Janice.morales@usu.edu). Classes taken at Brigham City campus are also eligible for the tuition adjustment.

### 4. Veteran Resources

Jessica Olson from University Advising distributed a flyer about activities planned by the committee for Aggie veterans. Please make veterans aware of the opportunity to relax and meet others every Monday from 3:30 to 4:30 in the Hub. A full sheet flyer will be distributed for departments to post.

### 5. October Brown Bag – Advisor Workshop Series

The next workshop is October 16 at noon in SCITECH 163. Patricia Stevens, Director of the Women's Center will be the guest speaker. She will lead the discussion about students coming back to school after "life changes."

### 6. Other

- No Brown Bag in November
- Kellie Wood is a new instructor for RCDE HASS 2250/4250. She can be contacted at [kellie.wood@usu.edu](mailto:kellie.wood@usu.edu).
- Degree Works training is scheduled for Wednesday, December 3 at
- Spring 2009 schedule of classes will be the last one printed; in the future it will only be available on-line
- Most four-year plans will be eliminated from the hard copy of the one-year General Catalog. Sheri Peterson will put a link to the plans on the web.
- There will be no clusters for spring 2009. The Registrar's Office will coordinate the cluster process again for fall 2009.
- A day to day report of registration is being sent to the Provost, along with the dates when classes are full, especially those that fill up during priority registration.
- There is an ongoing discussion about USU activity cards and how long they are valid after the end of the semester. It has been proposed that the cards be deactivated two weeks after the end of the semester unless a student is registered for the following semester. More information at the next ACC.

- Continuing students will receive an email reminding them of fee payment deadlines and registration dates.
- Spring SOAR dates: November 17 and 20, advising at 1:30.