

ADVISING COORDINATING COMMITTEE

Wednesday, Oct 10, 2007

11:30 a.m. - SCI Tech Library 421

CONDUCTING: Stephanie Hamblin

EXCUSED: Krystin Deschamps, Ruth Harrison, Vicky Larsen, Karalee Ransom, Carol Sainsbury, Beth Walden

ATTENDING:

Admissions: Jeff Sorensen

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

College of Business: Peggy Buttars, Lindsey Thurgood, Joslyn Heiniger, Katrina Nye, Candice Nyman

College of Education & Human Services: Dawn Black, Shannon Burgin, Tressa Haderlie, Marilyn Kruse, Darcie Peterson, Mary Lou Reynolds, Denise Taylor

College of Engineering: Kathy Bayn, Isobel Roskelley, Joan Smith

College of Humanities, Arts & Social Sciences: Marilyn Kraft, Daniel Matthews, Reid Furniss, Susan Parkinson, Marcia Roberts

College of Natural Resources: Emily Sorensen, Maureen Wagner

College of Science: Geri Child, Myra Cook, Yvonne Kobe, Linda Skabelund

Computer & Information Literacy: Rob Barton

Disability Resource Center: Christine Lord

Distance Education: Brigham City, Logan (Amanda Peterson), Moab, Price (Brad Watson), Salt Lake, Tooele (Suzanne Anderson)

Financial Aid: Jacob Brazell, Cedra Jensen

Intensive English: Margaret Garr

Multicultural Student Services: Cynthia Arocha, Sam Curley

Registrar's Office: Mindy Christensen, Jamie Hislop, John Mortensen

Retention-First-Year Experience: Noelle Call, Lisa Hancock

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

MINUTES

We welcome **Jessica Olson** as a new advisor in University Advising. She is a USU graduate and very qualified to assist us as the number of students we advise increases.

1. Retention Symposium

The RFYE office has been planning this inaugural event for over a year and has focused on making the event as inclusive as possible, involving the entire campus. The strategic planning includes workshops for department heads and will highlight the newest initiatives. Forums, workshops and panel discussions will be directed toward assisting colleges, departments, offices and individuals in their efforts to contribute to student success. 186 people have registered, 70 of which are faculty.

2. Major Fair

Thank you for your prompt registration for USU's fourth annual Major Fair. There will be six additional tables this year so crowded circumstances are imminent; please be patient. Check in is from 9:00 – 9:30 so as to be ready to begin at 9:45 (committee members will be available at 8:00). Take note of the unique advertising; i.e., a vehicle on the patio with appropriate signage and Big Blue handing out flyers.

3. Theme Housing

Shannon Jolley gave an informative overview of the purpose and mechanics of theme housing. This concept has evolved from a Global Village in 2000 to the current program which includes academic lifestyles, community lifestyles and freshman interest groups (FIGs). Soliciting support from advisors whose interaction with students will affect student success is the long-range goal. Formal assessment of the program is forthcoming as student profiles are analyzed.

4. SMART Grant

Eligibility criteria for the National Science and Mathematics Access to Retain Talent (SMART) Grants can be found on the Financial Aid website. New guidelines state that a student is required to take a minimum of one class required for his major per semester in order to retain the Grant

5. CIL Fee and Refund Policy

Students are automatically charged a \$30 fee when they enroll at USU. If they are not required to take the tests, but have been charged this fee, they need to fill out the refund form found at <http://cil.usu.edu>. Beginning Fall 2008, students will be charged a \$30 late fee if they have over 60 credits when they take the tests. This is motivation to take the tests early in their college career. Transfer students with over 60 credits will not automatically be charged the \$30 fee, but it will be assessed when the exam is taken. Some departments are using the CIL exams as a prerequisite for upper division classes. Nothing should appear on a student's transcript until all tests are completed.

6. AP/Articulation Update

Mindy Christensen let a discussion which emphasized across-the-board articulations; all departments should use the same criteria. A detailed explanation will accompany these minutes, along with the Transfer Credit Recommendation form and contact information for Articulation personnel. Remember that students receive the articulation that exists for the year that the course was taken. Also, to change the articulation for a course, permission must be granted by the academic department responsible for that course.

7. Clarification of RCDE Fees

An overview of the options in Distance Ed was given by Amanda Peterson. Course availability sheets were distributed for Spring 2008 for both broadcast and online classes. Tuition for independent study classes is separate from campus; fee is \$188 per credit for undergraduate classes and \$240 per credit for graduate classes. Brigham City campus is responsible for BATC-Logan; the fee is \$198 per credit hour. Although regional campuses are leaning away from independent study classes (year-long) due to funding, advisors can encourage students to take independent study classes on Logan campus. RCDE Advisors remove holds **only** for students admitted as a 2nd IPED; there was never any intention for them to do anything with departmental holds.

8. Transfer Preparation Sessions

Note the title for these free transfer orientation sessions to be held from 1:00 to 4:00. Two sessions will be held: one early in the summer and another prior to Connections week and will inform transfer students of policies and procedures, allot time for math placement exams, and provide other information items as needed.

9. Business Minors

Eighteen credits are required for non-College of Business majors, two of which can be electives. A 2.50 GPA is required in the six courses for this minor. Students will be responsible for completing prerequisite courses where required. Please refer to the COB website for required courses and for the new requirement sheets.

10. Calendar Items

October 23	PEA Brown Bag (First Aid & Emergency Preparedness)
Nov 12 and 13	Spring SOAR Dates
Spring (Wed)	ACC Meetings: 12:00 – 1:15 SCI Tech Library 421