

ADVISING COORDINATING COMMITTEE

Wednesday, November 20, 2008

12:00 - SCI Tech Library 163

CONDUCTING: Stephanie Hamblin

EXCUSED: Joyce Allen, Suzanne Anderson, Krystin Deschamps, Terri Gass, Lisa Hancock, Marilyn Kruse, Mary Lou Reynolds, Cathy Myers-Roche, Candice Nyman, Tami Spackman, Maureen Wagner

ATTENDING:

College of Agriculture: Lisa Allen, Eric Worthen

College of Business: Joslyn Heiniger

College of Education & Human Services: Shannon Burgin, Denise Taylor, Shelly Wiegard

College of Engineering: 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: Janalee Johnson, Karalee Ransom, Yvonne Kobe, Dennis Welker

Disability Resource Center: Christine Lord

Distance Education: Brigham City, Ephraim, Logan (Amanda Peterson, Heather Thomas), Orem, Price, Roosevelt, Tooele

Honors: Danene Dustin

Multicultural Student Services: Sam Curley

Registrar's Office: Bill Jensen, John Mortensen, Mari Smith

Student Athletic Services: Jason Thomas

Student Support Services: Carol Sainsbury

University Advising: Michelle Bogdan, Pete Campbell, Stephanie Hamblin, Steve Johnson, Megen Ralphs, Deborah Reece

MINUTES

1. **Golden Key/Mortar Board Honor Societies**

Lisa Vaughn, the ASUSU Community Services Coordinator, presented information on Mortar Board and Golden Key societies. These societies provide genuine leadership and service opportunities. Please help students understand that if they want their membership in these societies to benefit them, they need to be genuinely committed.

Learning Service Scholar Certificate is based on academia and service and is listed on a student's transcript. The Certificate is based on number of service hours, involvement in service learning coursework and a significant capstone project in his or her field that benefits the community or campus community. If you have questions or have students who are interested, please contact Lisa Vaughn (7-1740); lisa.vaughn@usu.edu.

2. **Graduation Application Deadline**

John Mortensen addressed the Graduation Application deadline and whether it is the best policy for students. Many advisors preferred to have the deadline earlier allowing time for advisors and students to catch any problems that may postpone or prevent them from graduating. The question was asked if Degree Works will take care of that problem once it is up and running. It was agreed that after Degree Works has been available for 2-3 years, it should take care of the problem. The Registrar's Office will send out an email to students on Monday, November 24, reminding students of the deadline.

Shane Livingston (Registrar's Office) has accepted a position with another University and will be leaving December 1. His position will not be filled. Instead, there will be some changes in responsibilities in the Registrar's Office

- Roland Squire will become the IT guy with Adam reporting to him
- Day-to-day supervision of the Records Staff will be moved to another person in the office. That person will take on more responsibilities but will still report to Roland.
- Scheduling will report to Bill Jensen
- Transfer Articulation will continue to report to John.
- Transcripts will report Roland Squire
- FERPA - John Mortensen

There are plans to have comprehensive FERPA training sessions early in the spring based on specific responsibilities. If you have questions or concerns, please contact John.

3. **SFASRPO Reminder/Training**

Students often bring an add/drop form to the Registrar's office, but because they have a hold, the Registrar's Office is unable to help them. Often a student will say that his/her advisor is the person who sent them, but there is no verification that this is the case. Because of this, all authorizations should be done SFASRPO and the capability to do them is available except the number of credit override. The advisor override has multiple items while the other authorizations are listed separately. Be careful with the special override. If you need training on SFASRPO, please email Bill Jensen (bill.jensen@usu.edu).

4. **New Banner Warehouse Report**

Steve Johnson introduced a new Banner Warehouse report called "Graduation Student Status by College, Major, Etc." This report identifies students by College and Major that are applying for graduation in a given term and their status in the graduation process. It also includes GPA, contact information, gender, and ethnicity. This report will be shared to all before Thanksgiving.

CALENDAR ITEMS

- Wednesday, December 3, 2:30 pm in AGSC 234 Degree Planner – "Graduation by Design" formerly known as Degree Works (demonstration/update on project)
- Thursday, December 4, Brown Bag – "Students of Concern" – Guest Speaker: Mary Doty

- Friday, December 12, RCDE Degree Planner training 2:00 - 3:00 pm (Logan ECC 311)
- Next ACC Meeting: January 2009

FYI ITEMS

- RFYE Office is accepting applications for Connections Instructors