

University Undergraduate Advisory Council

June 22, 2011

Minutes

Attendees: Kathryn Flynn, Cathie Helmbold, Gail Holmes, Julie Huff, Beth Ann Mabrey, Kathie Mattox, Nancy McDaniel, Lori McLean, Constance Relihan, Beth Yarbrough, Bob Karcher, Jenny Schuessler, Susan Villaume

Guests: Nick Backscheider, Betsy Clifton

1. Announcements/Updates

- a. **SARS:** SARS is now available on the IT server, and the College of Education, Cater Center, Human Sciences, and COSAM are all transitioning over to it. Wiebke Kuhn in Liberal Arts is currently transitioning out of the coordinator position as an individual in OIT is identified.
- b. **Online Transient Forms:** We are currently transitioning to online forms for students wanting to take courses at other institutions. This has been endorsed by Academic Affairs; Laura Ann Forest is currently drafting the documentation to accompany the form. We are mimicking the University of Alabama's process; once the form is functional, it will run efficiently on those courses that are already articulated in Banner.
 - This process may bring a need for certain academic policies to be adjusted in the fall.
 - According to Betsy Clifton, the Registrar's Office will change the form to remove the "good standing" criteria to be interpreted more clearly. Students often think that if they are eligible to go to Auburn, then they must be able to go anywhere else. However, if a student is on Academic Warning, they are not in good standing and cannot take courses at other institutions.
 - A solution to this potential problem is to prevent Auburn students who are not in good standing from being able to use the online form.
 - Kathryn Flynn recommended inserting a provision addressing students who want to take more hours in the summer. The Associate Deans discussed a recommendation that students not take over a certain number of hours in the summer; however, if a student goes against that, it's their decision.
 - Drs. Witt and Patterson will look at summer hour caps at peer institutions.

2. Camp War Eagle Update—Mark Armstrong

At the mid-point of Camp, Mark Armstrong has requested feedback from all of the Associate Deans on the revised schedule and process. Some common themes have emerged:

- Not having the Tigeri presentation in person is questionable. A possibility is to advise students to watch the video either before coming to camp or once they get here. In terms of labs, the registration time is about the same; however some students are having trouble. This will be revisited for next year.
- All major changes have been implemented with no problems with the exception of the five colleges that are closed. This has caused some confusion for students on the morning of day two.
 - Students are showing up early to advising offices on the morning of day two wanting to change to colleges that are closed.
 - Several variables can account for this, including the fact that requests for major changes are refused after Tiger Talk 1.

- The format for changing a major involves a list that is passed around allowing students to change. When students show up, they are asked what they checked on the master list during Tiger Talk 1. This policy is also outlined in *Tiger Transitions*.
- Overall, the one-day advising/registration model feedback has been positive, especially having registration in the afternoon without parents.
 - A disadvantage to this is that students are up early to check out early, thus, they end up waiting in the colleges before the staff arrives.
 - CWE will adjust the schedules so that students are there no later than 7:45.
 - It was clarified that in Engineering and COSAM, the earlier the students get there, the better.
- Issues with Foreign Language Placement were identified. CLA is working to address the two key problems:
 - A student's score qualifies them for a 2020 level course or above and he/she gets a pre-requisite error; or
 - The course they qualified for isn't available/offered.
 - The Department of Foreign Languages and Literatures will be looking at misplacement in the fall and adjusting scores.
- Clarification was given to the role of the camp counselors in assisting students with making mock schedules. If the goal is not for students to leave the morning session with a mock schedule, then CWE can adjust. If so, then the counselors will continue to help make schedules. It was agreed that CWE will help with schedules; advisors were asked to reinforce the message that mock schedules are designed to teach students how to build a schedule, and is not what they will end up with.
- In looking to next summer, the CWE office is considering the fact that the system may not be able to handle all of the students registering at once.
- Other issues discussed included accommodations for disabled parents, capacity issues in Chemistry labs, and several freshmen enrolling in Calculus III. Once CWE is over, we should look at the AP/IB/Dual Enrollment Credit.

3. Change of Major Form—Betsy Clifton

- The main issue for the Registrar's Office is the PIN, some are/aren't assigned.
- A suggestion given by Betsy Clifton involved colleges assigning a pin to all students who leave a college that could not be removed until advising.
- It was also suggested that students be blocked from advising, similar to SOS students. The only problem with this is that some colleges don't have an administrator who can assign/remove PNS. It was suggested that this be taken to Caucus and Academic Affairs and discussed, with an emphasis on whether or not to give SPAPIN access to someone in each unit. Although this would be easier for the students, it would mean an additional task for advisors.
- Once the form is completed, the group can continue discussion of digitizing it for students.

4. Review of UUAC Mission/Guidelines—Susan Villaume

- Members agreed the mission and goals document did not need any additional changes.
- Regarding members, it was agreed that, since the Associate Provost chairs Academic Affairs, then the UUAC should be chaired by an Associate Dean. The group agreed the Provost should appoint the Associate Dean/Chair.
- The membership will transition from three to two Associate Deans, along with the Associate Provost for Undergraduate Studies.

- The caucus will determine what advisors rotate on, the chair and chair-elect would continue, along with two at-large members (four total) to be determined by the Provost's Office.
- The UUAC Chair will also sit on the Enrollment Management Council.