

University Undergraduate Advising Council
September 21, 2011
Minutes

Members and Guests Present: Mark Armstrong, Nick Backscheider, Nancy Bernard, Krysta Diehl, Kathryn Flynn, Jonathan Hallford, Gail Holmes, Rob Kulick, Cheryl Grissom, Beth Ann Mabrey, Nels Madsen, Dixie Mitchell, Paul Patterson (Chair), Constance Relihan, Jenny Schuessler, Mary-Ann Taylor Simms

1. **UUAC Roster/Introductions**

2. **Announcements/Updates**

a. Degree Works—Nick Backscheider

- In piloting Degree Works (DW) the past few weeks, the implementation team has encountered technical problems, particularly in the mornings.
- Most of the issues have been resolved, and the team will be load-testing over the next week and a half using simulations.
- If all works, it will be brought into full production around October 1.
- Engineering, Nursing, Forestry and Wildlife Sciences, and Liberal Arts are almost done with scribing.
- By the end of the year, we will have added in all graduation requirements for 2010-2011.
- Sometime by March/April, we will have all students ready along with the new core requirements.
- The goal is to be able to conduct an audit of student records for graduation.

b. Revised Core Curriculum Implementation—Constance Relihan/Gail Holmes

- Colleges haven't reported centrally how they are doing with regard to implementation, but Constance has received numerous questions regarding implementation. More information is needed for advisors with students who want to move to the new core.
- In the College of Business, very few students want to transition to the new core, they are just asking students to complete a form.
- For Degree Works, we will need to know which core students are assigned to.
- Liberal Arts, Human Sciences, Engineering, and Agriculture all sent announcements out to their students. Engineering indicated the biggest challenge has been questions over what satisfies History and Humanities core credits.
- **Next Steps:** Collect examples of the forms used by all of the colleges and re-distribute to the group.

c. SARS Transition—Constance Relihan

- SARS is up and running in Education, the hitch has been who the point of contact is with regard to a central person.
- Undergraduate Studies is in the process of hiring a technical person to assist with user support.
- Ideally, this individual would be in place by the end of October. The process is moving slower because it's been more involved.
- In looking at the timeframe, it's more realistic to get more units implemented later this semester/early spring.

d. Online Transient Form—Dixie Mitchell

- OIT is heavily involved in the implementation of this; we will mimic UA's form as much as possible. UA has offered to share the code for the website; OIT needs a set of specifications. It's anticipated that the form will be ready in March.

e. **Benchmarks on Course Loads—Paul Patterson**

- Members discussed the policy on course loads—under special conditions, students can take more courses than our policy allows.
- Auburn allows up to 22 hours, compared to a cap of 21 at most other institutions.
- However, Auburn doesn't allow students to be dual enrolled (allowances can be made by the Dean), whereas most other institutions do not prohibit their students from doing this.
- Do we need a change in policy? Should we look at doing away with the policy that prohibits students from taking courses from multiple institutions?
- If we are considering capacity issues, then we may want to consider changing this policy.
- The cap on the number of hours a student can take at combined institutions would remain the same, as would the GPA requirement.
- **Next Steps:** A motion was made and approved that this issue be taken to Academic Affairs for a review of the Concurrent Enrollment Policy.
- Much of this goes back to the online transient form; this would be one way to require a database of all the courses students are taking.
- At issue are students on academic suspension. Since the transient institutions are not responsible for monitoring this, if we use the online form to allow students to take courses, then we should accept what they transfer.
- A suggestion was made to place a space on the transient form for comments. However, if courses have been articulated, the advisor won't necessarily see it.

3. **Camp War Eagle Debrief—Mark Armstrong**

- Overall, feedback to the revised schedule for CWE received positive feedback. Students requested the Tiger i presentation, and most colleges used about 30 minutes of their time to demonstrate it.
- CWE places instructions for how to register on the web and notified students during sessions. College advisors also encourage students to go watch the presentation.
- The only other issue was the delay of math scores. CWE does not check to see if the scores are there; however, this was resolved during session four.
- For next year, the CWE calendar will end on more Fridays than Tuesdays.
- A request was made for Calculus III/Differential Equations to be added to the open course reports.

4. **Career Ladder Submissions—Paul Patterson**

- It's time to get the RFP out for promotion submissions, can this be done electronically? Doing so would allow for more ease in distribution.
- The only problem is concern over the timeline and the fact that supervisors add in documents or send letters separately.
- Extra documentation was the major concern; the suggestion was made for more training/time in converting it to an electronic process for next year.
- For this year, we will still submit one hard copy and scan it/send it electronically.

5. **CourseEval—Constance Relihan**

- CourseEval will be replacing the paper evaluation forms beginning this semester. Advisors should be aware in the event students ask them questions.
- A committee is in place to discuss implementation, the plan is to email students with a list of courses and a link to the survey.
- Dates students can submit evaluations are from the end of Thanksgiving break through the last Dead Day (November 28-December 2).
- Faculty will receive results no later than December 12.
- A fact sheet on CourseEval was distributed to the group; this will be used in the information materials distributed to students, parents, and faculty.

- Issues and concerns involve the response rates; whereas with the paper forms, faculty are used to high response rates. This isn't necessarily guaranteed with CorseEval; therefore incentives are going to be tied to submissions this first time.
- Cheryl Grissom will provide a brief presentation at the next Caucus meeting.
- Students will also be able to access the forms through their mobile devices.

6. **Webinar/Professional Advisor Retreat**—Paul Patterson/Krysta Diehl

- A suggestion was made from Bob Karcher to purchase a webinar on December 7 from 12:00-1:30 titled "Ways to Improve Peer Mentoring Programs." Members were asked if this topic was interesting and if they would be interested in including it as part of the December retreat.
- A professional advisor retreat is tentatively scheduled for the day after graduation (December 13), this date would have the least impact on day-to-day operations.
- **Next Steps:** Gail will take it to caucus and see if they are interested in purchasing the DVD for the advisor resource library.

7. **Transfer Student Issues** - Gail Holmes

- At the last meeting the group discussed specific examples of issues impacting transfer students, many of which have been resolved.
- The Registrar's Office has hired a Transcript Evaluator to improve issues resulting from the backlog of courses that need to be articulated.
- Other issues included: (1) a lack of evaluations of credits in a timely manner (especially when students are admitted late), (2) admitting students who don't meet standard requirements, and (3) freshmen students bringing in so many credit hours.
- Auburn needs a policy on credit limits.
- Constance ran a report on all transfer students admitted; only 100 out of 1,250 didn't meet the minimum 2.5 GPA and didn't meet the hour requirements, and only 60 who didn't meet either.
- A greater dialogue on these issues needs to be taken to Academic Affairs.
- The question of what a student's application fee covers was raised, in that students aren't getting transfer evaluations.

8. **Committees for 2011-2012**

- Transfer Issues will be a sub-committee for this year. This group will define the issues and make recommendations. Members include:
 - Gail Holmes
 - Dixie Mitchell
 - Krysta Diehl
 - Rob Kulick

The Meeting adjourned at 11:35.