

Undergraduate Advising Council

Thursday, March 21st, 2019

3:30-4:30 140 Rinker Hall

1. Welcome
2. Approval of January Minutes
3. Dr. Meggen Sixbey, CWC
 - a. Medical Withdrawal Support Letters: <https://counseling.ufl.edu/services/letters/>
 - b. CWC has a counselor that sits on the medical withdrawal committee.
 - c. 3 types of medical petitions: death of a family member, medical petition, psychological petition
 - d. If a student comes in to the CWC requesting a letter of support, and haven't visited the CWC before, they cannot write a support letter.
 - i. They can write a letter of verification of the visit but not a letter of support.
 - ii. The medical petitions committee is looking for more specific information about the student's health, progress, and evidence of an ongoing therapeutic relationship, that can't be established in one visit.
 - e. The Medical petitions committee is unlikely to approve petitions for just one course, since it is hard to demonstrate how the issues impacting a student only impacted one course and not all courses.
 - f. It is also difficult for the CWC to write support letters for retroactive withdrawals when the student did not utilize the CWC during the impacted term.
 - i. The CWC will recommend students instead request a letter from the medical provider they met with during that time.
 - g. Questions:
 - i. Wait time for scheduling a first appointment
 1. It depends on the time of year. August is much quieter than October.
 2. CWC has a walk-in system to make assessments and determine how to provide ongoing care for a client.
 3. If a client needs ongoing care with a CWC counselor, they are likely looking at about a month of wait time before their first appointment.
 4. If a student is able to go off-campus for care, the CWC has a list of pro bono resources in the area.
 5. The CWC will make an assessment based on the student's level of distress and will provide immediate help to those in most need.
 - ii. What about a student who is looking for a retroactive withdrawal support letter but didn't meet with a CWC counselor during that time?
 1. If the student starting working with the CWC recently after the impacted semester, it can be easier to write letters of support.
 2. If the impacted semester was less recent, they'll recommend trying to find documentation from other resources like DRC, DSO, etc.

- iii. How many times does a student need to see a CWC counselor to establish enough of a relationship for a support letter?
 - 1. It depends on the student, and it is based on how long it takes for a counselor to establish a clinical observation.
 - iv. Can the Office of Victim Services write letters of support?
 - 1. Dr. Sixbey is not sure but will check with them.
 - h. Community providers are also well-versed in writing support letters and the support letters do not need to come from the CWC.
 - i. CWC has created a Community Referral Database for anyone who is looking to find a provider in the community: <https://counseling.ufl.edu/resources/referral/>
 - i. This list is based on providers who have contacted the CWC and have experience working with students.
 - ii. On the database, it will list their areas of specialization, location, and fees.
 - j. Please help set expectations for students that they may or may not be able to receive a letter of support from the CWC, and it is based on whether or not they have currently or previously worked with the CWC.
- 4. Committee Updates
 - a. Chair
 - i. GatorDone Initiative is moving forward
 - 1. It is an initiative from the Provost's Office to better help students reach the four and six year graduation mark.
 - 2. There is a meeting next week to draft the messaging for the communication from coaches to students.
 - 3. This messaging will be an ongoing conversation throughout the summer.
 - 4. They are still identifying how many students will be assigned to each coach.
 - 5. The initial plan is to look at the 2015 freshman class to identify which students are graduating, have applied to graduate, or how close they are to graduating.
 - a. Part of the idea is to connect students with resources to facilitate their on-time graduation, and to make sure UF doesn't put anything in the way of students graduating on time.
 - 6. Feedback is welcome!
 - ii. There is going to be a greater expectation from UAC voting members to share UAC information with the rest of the advising community, and facilitate feedback on these initiatives.
 - 1. It will be important to have those feedback conversations with your colleges and share that feedback with the UAC.
 - iii. Repeat Course Policy Request Workflow
 - 1. This process will be for students wishing to repeat a course for which they've already earned a C or better.
 - a. This process is just for courses the student took at UF and are now wanting to repeat at UF.

2. A variety of processes were vetted through UCC and ACUA.
3. Currently, all of these requests have to go to the Registrar's Office.
4. A form has been developed and the plan is to create a web version of this process.
5. What role would an advisor play in this process?
 - a. Does an advisor initiate the request, or sign off on the request, or do they facilitate the conversation with the student?
6. Without adding additional work for advisors, what role do advisors need to play in this process?
7. Please bring this back to your units for additional discussion.
8. This discussion should include ideas for implementation, questions, and concerns about this process.
9. The end goal is a report that consolidates feedback from advisors, and that report would be submitted to Dr. Lindner.
10. Feedback
 - a. There should be a streamlined process where advisors can give permission without talking to the student, specifically for courses that require higher than a C or better.
 - i. This is already part of the conversation about how to pre-approve these courses so the student doesn't have to make these requests.
 - b. Is part of the consideration to remove the approval from the department offering the course?
 - i. Right now, the plan is just to need approval from the student's home college/ department.
 - c. Accounting has a concern about another college approving students to repeat courses, towards a Master's program in Accounting, since their program only counts the first attempt of a course.
 - d. Please bring up these types of concerns with your units since each department has some idiosyncrasies that are hard to identify.
 - e. For graduate courses, especially, it seems important to get permission from the department offering the course.
11. Allison plans to send out this information to the UF Advisor Listserv, especially to reach advisors who are unable to attend or are in a smaller unit- so, no need to respond if you receive multiple emails.
 - iv. April meeting will discuss Summer hours, especially as it pertains to internships and waiving the summer hours requirement.
- b. Campus Affairs- no updates
- c. Professional Development- no updates
- d. Communications- no updates
- e. Preeminence- no updates

- f. Student representative- Jessica and the rest of her team are working on creating a document that lists all of the tutoring resources available around campus.
5. Elections
- a. Formal Call for Nominations:
 - i. Chair- Nicole Raymond
 - ii. Communications Chair- Sarah Eberhart
 - iii. Professional Development Chair- Brittany Schambow/Travis Hendrickson (running as co-chairs)
 - b. All nominees are running unopposed.
 - c. All incoming chairs/co-chairs will begin their roles on July 1st, 2019, and will shadow the existing chairs until that date.
 - d. Votes:
 - i. Chair: Nicole Raymond is elected
 - ii. Communications Chair- Sarah Eberhart is elected
 - iii. Professional Development Chair- Brittany Schambow/Travis Hendrickson (running as co-chairs) are elected
 - e. Please encourage advisors interested in getting involved UAC to join committees
6. Compass Advisory Group
- a. Course Directives update from Toby
 - i. Toby has a job that runs to remove course directives for courses that students earned less than a C or withdrew from.
 - ii. There was a proposal to include a required unit section when inputting a course directive to prevent this from happening in the future, so courses that do not meet that minimum grade will be removed as a course directive by the directive's logic.
 - iii. There are a few proposals about pre-populating this field with already graded courses, or not make this a requirement and instead notify advisors about courses that no longer meet the requirement.
 - iv. Toby would like to solicit feedback from advisors about this issue:
 - 1. On the bulk course directives screen, it would be on the second screen where advisors put in notes/initials.
 - a. This would allow you to specify the required grade per requirement line.
 - v. Toby will let UAC know with more information about what is possibly. Ideally, it will pre-populate as much as possible.
 - b. Toby and team will be reviewing the website information and emails going out regarding Excess Hours to make sure it is clear for students.
 - i. For students doing Double Majors, can there be an easier way to check and see if a student is actually in danger of hitting the surcharge?
 - ii. A proposal has been put forward to take the Excess Hours off of the degree audit and put it as a tile instead next to the Degree Audit on one.uf.
 - 1. Advisors in the room support this suggestion!
7. UF Online Updates

- a. With the increased target yield of 750 for PaCE, if you haven't done so yet, please take a look to see how you can increase seat capacity for your UF Online classes.
- b. CLAS has added close to 700 additional UF Online seats to accommodate the increased target yield.