

Undergraduate Advising Council
Thursday, April 17, 2014
3:30 pm – 4:30 pm, 240 Rinker Hall

Minutes

Meeting called to order at 3:35 pm.

Minutes from the March meeting were approved.

New Members:

The following new members and guests introduced themselves:

Dominique Easterling – Assistant Director, Distance & Continuing Education
Allie Ricker – Assistant Director for Career Development
Meisha Wade – Academic Advisor, College of Journalism
Robyn Sheppard – Academic Advisor, Food Science and Human Nutrition

Committee Reports:

Communications Committee: Kari Ward reminded us to post things on the UF Advisors Facebook Page. If you are not a member, join today! We currently have 51 active members. She asked us to post interesting articles related to advising, working with students, trends in higher education, etc.

Professional Development Committee: Maureen is working with Deb Mayhew and the Advising Certificate Committee to make sure that our Professional development opportunities correlate with the levels of certification.

Advising Certificate Committee: (see below)

Flexible Learning:

Dominique Easterling presented information about UF's Flexible Learning classes. This office used to be the Correspondence Study office. She stated that advisors are their primary clients since we know the needs of students. They don't market their services directly to students. They have rolling enrollment throughout the semester and student have 16 weeks to complete the course. The classes are self-paced, high quality courses and they fulfill general education, math and writing requirements. They are the same courses as UFOline.

They are the solution for students for the following reasons:

- 1) If classes are full or closed
- 2) Conflicting course times with other courses
- 3) Required prerequisites for other courses
- 4) Student is missing a required course

- 5) Degree completers
- 6) Summer requirement needed

The classes fall into the term you register within. Students register for classes with the Flexible Learning office and they need to have the Flexible Learning form completed by their advisor. They don't register via ISIS. The form can be faxed or emailed to the Flexible Learning office – make sure the student's name, UFID and course name is on the form. Student needs to make sure that all their registration holds are removed because the FL office will register them for the course. After registration, the student is emailed login instructions. The 16 week window for the course starts when they register.

Flexible Learning Office partners include: advisors, student financial affairs, registrar, and DRC. ProctorU does the exam proctoring and it is free to students. They also offer free online tutoring through Smart Thinking. At this time, only 5 courses are offered on Canvas, remaining courses on Sakai. Tuition is the same as on-campus with a \$20.00 per credit hour distance learning fee. Bright Futures does not pay the distance learning fees. They currently offer MAC1105 for summer and other math courses will be online in the fall. Also, PSY2012 will be available in the fall. They do offer Spanish classes online but student must get approval from the Spanish Department (Gillian Ward-Lord) before taking the class and they have their own form they needed filled out. Florida Pre-Paid pays the tuition upfront where Bright Futures & Pell grants require the student to make first and then they are reimbursed.

They have some out-of-state, non-UF students taking classes (about 2%). 60% of students are UF, 40% non-UF. The staff at Flexible Learning office will help students get through the course. They monitor students and email & call them when students have issues. Students can appeal for an extension and the process is the same as on campus. Incomplete grades require students to have completed a percentage of the course and extenuating circumstances.

These courses meet the same rigor and standards as on-campus classes – she wanted to dispel the myth from the past. Students can take more than 6 credit hours via Flexible Learning if the college approves it.

Advising Certificate Committee:

Deb Mayhew reported that we need to quantify each level. Who will track each advisor's progress? We also discussed using learning tools and a Wiki to train advisors. These questions need to be decided before the end of June. Anyone with an interest in this program is welcome to participate and Deb will be setting up a meeting soon.

New Business:

Wanda Washington wanted to make sure that everyone is on the email list for the meetings, etc. Andy will clarify this.

Meeting was adjourned at 4:16 pm.