

**ACUA Meeting Minutes**  
**Zoom**  
**October 8, 2020 10:00-11:30 a.m.**

- I. **Welcome** – Dr. Angela Lindner, Associate Provost for Office of Undergraduate Affairs
- II. Updates/Recurring Discussion Items:
  - a. **Division of Student Affairs** – Updates, Dr. Heather White, Dean of Students, Dr. Mary Kay Carodine, Assistant Vice President for Student Affairs, and Nadene Reynolds, Assistant Dean and Director of Care
    - i. **Services & Resources**
      - a. Care In Action Web Resources
        - a. More than 20 campus units support UMatr We Care
        - b. Dimensions of Wellness expanded to include Cultural Dimension
      - b. UMatr We Care Submissions
        - a. UMatr.ufl.edu now offeres Refer or Report Care Concerns
      - c. Instructor Notifications
        - a. [Notifications@maxient.com](mailto:Notifications@maxient.com) is not spam, this is how Instructors will be notified of a Care issue
    - ii. **Medical Petition Portal**
      - a. Launched May 4, 2020
        - a. Decision time reduction efforts
          - i. Collaboration with office of Registrar,
          - ii. Business process changes
          - iii. Exploring committee review enhancements
        - b. Faculty, student, document provider [user guides](#)
          - i. FAQ's: email questions to [MedicalPetitions@ufsa.ufl.edu](mailto:MedicalPetitions@ufsa.ufl.edu)
        - c. Medical Petitions Process increased from 631 from May 4, 2019 to Oct. 4, 2019 to 1,236 from May 4, 2020 to Oct. 4, 2020
    - iii. **Things to Note**
      - a. Instructor Notifications coming from external link.
      - b. Instructor Notifications are not required. They can be requested, accepted, or denied at the instructor's discretion. Instructors are encouraged to work with students experiencing extenuating circumstances without receiving an Instructor Notification
      - c. Direct students to review Medical Petition Page to review steps
      - d. [Refer or Report Care Concerns](#) via web form
      - e. Encourage instructors and advisors to remind students that support is available to them: Visit [UMatter.ufl.edu](http://UMatter.ufl.edu)
  - b. **UF Enrollment Management & COMPASS Student Information Systems** – from the Office of Admissions, Dr. Tammy Agard, Associate Vice President for Enrollment Management, David Gruber Associate CIO and Senior Director, Enterprise Systems and Project Management Organization
    - i. **Online Grade Change Process** – Dr. Tammy Agard
      - a. Email went out to ASSODEANS-L on Oct. 7, 2020 addressing Grade Changes
        - a. The system would be integrated with the grade roster system and not require the faculty member to fill out a form
          - i. Tied directly to class roster – this will be less error prone
          - ii. Is there a capability to have the Chair be able to fill out this form for faculty?
        - b. Do we need approvals along the way? Or will a notification suffice?

- i. Several colleges have expressed that approvals will be needed at least at college level review
    - c. Do we need additional checks for certain populations?
      - i. This will be University level including Grad & Professional programs
  - ii. **Enrollment** - Approaching Nov. 1 Deadline
    - a. Test optional is causing a decline for applications
      - a. Students starting applications are down about 500
      - b. Out of state populations are not coming in as quickly
      - c. International testing is not being provided, as this will affect applications
    - b. Financial Aid Lobby is open with representatives of each of the enrollment management offices
      - a. Monitoring traffic
        - i. Soft launch and students are starting to come in
- III. **Waitlist Registration** – Dr. Angela Lindner and David Gruber
  - a. **Suggested Features**
    - i. Priority
      - a. First-come-first serve
    - ii. Visibility to Student
      - a. Student see position and can monitor
    - iii. Timing
      - a. Opens when class is full
        - a. On drop/add DL at the latest
        - b. After first week of classes
    - iv. Decision on Waitlisting
      - a. College/department decides
    - v. Counting Waitlist Credits
      - a. Credits on waitlist do not count toward financial aid, for example
    - vi. Number of Classes Students Can Waitlist
      - a. No more than X number of waitlist requests
    - vii. Number of Sections Students Can Waitlist
      - a. No more than X number of waitlist requests
    - viii. Responsibility for Removal from Waitlist
      - a. The student must remove themselves
    - ix. Processing of Enrolling
      - a. Automatic
        - a. Manual: Student has 24 hours to enroll
    - x. Communication to Students
      - a. Students receive an email when they are in the number 1 position
      - b. Students can opt into receiving a text
    - xi. System Check Rate
      - a. Prior to the week classes begin, the system runs once a day
      - b. During the first week of classes, the system runs several times a day
    - xii. Restrictions
      - a. Not if student has met co- and pre- requisites
      - b. Time conflicts (can waitlist with a time conflict but will not be waitlisted until time conflict is resolved)
      - c. Enrolled in more credit hours than allowed
      - d. Registration hold

**Action Item:** Volunteers needed for Waitlist Group – contact Dr. Lindner

- IV. Guest Presentation: **Internship Agreement Template** – Brande Smith, Senior Counsel, Office of Vice President & General Counsel
- a. Letter of Agreement
    - i. Use of templates to establish uniformity across the University and minimize risk: (2) templates for UF students at a non – UF site and (1) template for UF as a site
    - ii. Establish best practices for student interns (vetting sites and addressing issues/concerns during the internship)
    - iii. Create a database for participating sites (past and present) and student feedback
  - b. Legally Binding Contract: The University of Florida Agreement for Student Internship
    - i. Liability. Each Party assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of their respective officers, employees, servants, and agents thereof while acting within the scope of their employment. The University and the Site further agree that nothing contained herein shall be construed or interpreted as (1) denying to either Party any remedy or defense available to such Party under the laws of the State of Florida; (2) the consent of the University or the State of Florida or its officers, employees, servants, agents and agencies to be sued; and (3) a waiver of sovereign immunity of the University of the State of Florida beyond the limited waiver provided in section 768.28, Florida Statutes.
      - a. Damages are limited to \$200,000 per person and \$300,000 per incident
  - c. Site Background Checks
    - i. The University does not perform background checks on students. If the required by the Site, the Site shall provide the University with a security background information form to be completed by the student(s) and provide a process for fingerprinting and criminal records background check to be performed by the Site or another entity at its discretion and expense. The Site, in its sole discretion, shall determine whether a University student has satisfactorily cleared the security screening.
  - d. Student Conduct
    - i. University students are not employees or agents of the University. Accordingly, the university is not responsible for the conduct of its students during the Internship.
      - a. During the Internship, students are required to follow the University's Student Conduct Code, a University regulation relating to student conduct and academic honesty. If a student's conduct rises to the level of violation of the University's Student Conduct Code, the Site agrees to promptly notify the University in writing.
      - b. The University shall honor any request by the Site to remove a student from the Internship whose conduct or performance is not, in the Site's opinion, professionally acceptable.
  - e. Insurance Coverage
    - i. University. The University, as a public body corporate, participates in the State of Florida's Risk Management Trust Fund for purpose of general liability, workers' compensation, and employer's liability insurance coverage, with said coverage being applicable to University's officers, employees, servants, and agents while acting within the scope of their employment or agency. **Students are not officers, employees, servants or agents of the University and are not covered under the University's insurance.**
    - ii. Site. The represents it has obtained and shall keep in force during the Term of this Agreement, at the Site's expense, commercial general liability insurance insuring against bodily injury and property damage liability, with a combined single limit of not less than \$1,000,000 per injury or occurrence with respect to any insured liability
    - iii. Professional Liability Insurance. The University does not provide professional liability insurance for students. If such insurance is required by the Site, the University will notify the student that the Site requires the student to purchase personal liability insurance.
  - f. Best Practices Moving Forward

- i. Sites with established and ongoing relationships
    - a. Must be properly vetted
    - b. OGC may review and edit site specific templates if the UF template is not accepted
    - c. Written material for students explaining limited University involvement: no control or oversight of site
    - d. Inform student that they must properly research and vet a potential internship site (just like they would for an employer after graduation)
    - e. What to do and who to contact with problems or concerns (at or about the site) during the internship
    - f. Moving forward, we should strive for a University-wide internship database to be built/maintained to serve as a one-stop-shop for student internship opportunities, past and present. In the meantime, maintaining a college specific internship database would be extremely helpful.
- V. Advising Session Surveys – Dr. Angela Lindner
  - a. First offices piloted survey in Fall 2018 using Gator 360 Salesforce platform
    - i. Currently, 33 units are using the Salesforce platform for post-session surveys
    - ii. Questionnaire released 2 weeks ago aims to capture all survey activity and platforms used. Please encourage all separate advising units to fill out the questionnaire
  - b. UF BOT has requested a presentation of evidence of progress in the expansion of post-session surveys starting in the December BOT meeting
    - i. “customer experience” measure. Mandatory shared questions to allow performance tracking and continuous improvement
    - ii. Questionnaire aims to capture all survey tools and platforms being used, along with better understanding barriers to adopting Salesforce.
  - c. Non – Negotiables Regarding Surveys
    - i. BOT Non-Negotiables
      - a. After every advising session
      - b. Must be adopted by all units as soon as possible (with or without Salesforce)
      - c. If not using Salesforce, UFIT must be able to pull results on a regular basis
      - d. Must use the same questions (units can add questions)
      - e. Must have administrative-level dashboard
    - ii. Internal Non – Negotiables
      - a. Must align with data needs for promotion
      - b. NACADA core values must be embedded in questions
  - d. Post – Session Advising Surveys: Path Forward
    - i. Finalize new survey questions – October 22
      - a. Smaller team of volunteers\* from ACUA and UAC meet to finalize the survey tool, starting with an existing proposed tool. Comments welcomed from all associate deans and other directors of academic advising units
    - ii. Units not surveying students adopt new survey either via Qualtrix – November 12
    - iii. All units adopt new survey – January 2021

**Action Item:** Volunteers needed for Academic Advising Student Survey Group – contact Dr. Lindner

- VI. Advisor Appreciation – Dr. Lily Lewis, Director, Office of Postdoctoral Affairs & Academic Communications, Office of the Provost & Senior Vice President and Leslie McKenna, Administrative Specialist for Dr. Lindner, Associate Provost and Undergraduate Affairs – pushed to later date due to time
- VII. UF Student Success – Dr. Angela Lindner – pushed to later date due to time

VIII. Policies

IX. ACUA Subcommittees –

- a. **Academic Integrity Task Force** – Dr. Joel Brendemuhl, Associate Dean, CALS and Dr. Heather White, UF Dean of Students – push to later date due to time

X. Items from the Floor: **Spring 2021** Shifting to combination of ways we are teaching and offering courses – Drs. Angela Linder and Heather White

- a. Campus wide or each department is trying to have as many classes as they can face to face but with limited capacity with possibility to have an online capacity, depending upon on the class
- b. Communication pieces before the holidays to pull together FAQ's
  - i. Effort to communication and let know students know what is going on
  - ii. Please email questions
  - iii. Send students to Student Success fill out form