**ACUA Meeting Minutes**

**Heavener Hall - Room 306**

**September 5, 2017**

**1:30-3:00pm**

**Attendees:** Angela Lindner, Tammy Aagard, Joel Brendemuhl, Abdol Chini, Kim Curry, Allison Gatsche, Jeff Guin, Stephanie Hanson, Mark Law, Leslie Pendleton, David Pharies, Jennifer Setlow, Alexander Sevilla, Joseph Spillane, Nancy Waldron, Michael Weigold, Heather White, Sally Helgeson.

**Absent:** Amy Blue, Tom Dana, Christopher Janelle, Cathy Lebo, Anna McDaniel, Curtis Taylor, Allen Wysocki.

**Guests:** Matt Jacobs, Brandi Baker, Stephanie McBride.

1. Welcome & Introductions (Angela Lindner)
   1. New Members - Angela began the meeting by introducing new members: Allison Gatsche, Jeff Guin, Cathy Lebo, Anna McDaniel, Jennifer Setlow, Heather White and Leslie Pendleton.
   2. ACUA Mission Statement & Goals of the Committee – The current mission statement was reviewed and Angela requested feedback from the members regarding whether we needed to choose specific ongoing topics for subsequent meetings. She reiterated that the additional topics should be suggested by the members of the group. Last year, 4-year Graduation Rates and Hospitality Inclusion were ACUA focus areas. Members of the group suggested that we might develop separate subcommittees to address topics that require more attention, or to devote one entire meeting to a specific focus area. Other focus areas suggested were preeminence and pathways to admissions. Members agreed that last year’s focus areas are still relevant and important. **Angela will give an overview of these areas in the October ACUA meeting.**
2. Dean of Students Update (Heather White & Leslie Pendleton)
   1. The search continues for the Associate Vice President & Dean of Students. The executive search firm, Spellman & Johnson, has been assisting in the recruitment process.
   2. The new Interim Director for the Career Resource Center is Jeannette Glover, as Heather is now the Interim Director for Dean of Students.
   3. New changes –
      1. Office of Assessment & Research – This office was created to support the Division of Student Affairs in assessment, research, and data and information collection and analysis.
      2. Anti-Racism Education Week – Several lectures and panel discussions on Multicultural & Diversity Affairs will take place during the week of September 5-8, 2017. Topics included self-care in times of crisis, totalitarianism, and conversations on the first amendment.
      3. Disability Resource Center – The total number of registered students is now at 2,400. The center administers nearly 11,000 accommodated tests annually. Gerry Altamirano is the new Assistant Dean and Director ([GerardoA@ufsa.ufl.edu](mailto:GerardoA@ufsa.ufl.edu)).
      4. Panhellenic Recruitment – Over 1,690 women went through 2017 sorority recruitment. The results of data collected on student GPAs showed that those who are members of Greek organizations at UF have a higher average GPA than UF students who are not members.
      5. Career Resource Center – A Career Showcase will be held in the Exatech Arena at the Stephen C. O’Connell Center from 9:00 a.m. to 3:00 p.m. on September 26-27, 2017. A less formal option, “Diversity Meet Up: Pre-Showcase Connections,” will also be held on the day prior on Monday, September 25, 2017 in the Emerson Alumni Hall from 5:00 p.m. to 8:00 p.m.
      6. Suggested Faculty & Staff Trainings – Three important trainings have been suggested for faculty & staff:
         1. “Kognito” is a 45 minute, online interactive training available through the CWC website ([www.counseling.ufl.edu](http://www.counseling.ufl.edu)) to help identify psychological distress in students.
         2. “The Law & Your Responsibility in Accommodating Students with Disabilities (UF\_GET807\_OLT)” is a course that will provide an understanding of the laws and the UF policies and procedures for providing the appropriate accommodations for students with disabilities.
         3. “Question, Persuade, Refer (QPR)” is a 90-minute, in-person training that will address the myths regarding suicide, warning signs, how to inquire about suicide, and referral resources. **\*Angela asked Heather to provide a list of faculty members that have completed any of these trainings.**
3. Five Year Delete Process (Brandi Baker)

Each university and Florida College System institution is mandated by the Board of Education to have a procedure in place to ensure that courses that have not been taught for five years are deleted from the institutional catalog. Each institution also must notify the Office of the Statewide Course Numbering System (SCNS) to delete these courses. A list of courses is generated in September and distributed to UCC representatives via email. All courses not marked “keep” will be deleted. Once a discontinue request has been approved by SCNS, a new UCC₁ must be submitted to reinstate the course, and the request will follow the same approval process as any new course.

1. QEP & International Scholars Program (Matt Jacobs)

The International Scholars Program provides students with the opportunity to enhance their UF experience by acquiring an international perspective, and developing intercultural awareness and professional global career goals. Only 4% of UF students study abroad. There are 331 students participating in the program (53 students have graduated). Half of the students are enrolled in the Peace Corps.

* + 1. Study Abroad Scholarships – Thirty-five scholarships in the amount of $3,000 have been awarded, and four additional scholarships were awarded for an internship in Beijing.
    2. Four Requirements – 1) Students must complete 12 credits of international coursework (at least one ISP course, and International Gen Ed (N) course options), 2) International experience or language learning, 3) Attend campus life engagement events (Listserv announces events to those enrolled in the program), 4) ePortfolio – Students share their global experience by creating an electronic portfolio that includes their achievements, reflections and resume.
    3. Increasing Awareness – The program can help faculty to inform students of study abroad opportunities. Some examples include assistance with the development of a study abroad program, providing course development grants to integrate SLO’s into existing or new courses, and marketing in classes, advising centers and other venues (fliers, posters, banners, videos, etc.).

1. UF Commencements (Stephanie McBride)

Overview - Stephanie provided a brief overview of the commencement experience. She recently sent out a survey to the marshals for feedback on what their experience has been, whether good or bad. She will be sending another survey to obtain feedback on the following: 1) How the departments choose the faculty members to serve as marshals each semester, 2) Requesting names of any faculty that would like to participate as a marshal, or in another capacity, 3) Whether faculty would be supportive of assigning graduate students a role in the ceremony, and 4) Any other suggestions, comments, concerns the faculty may have.

1. OUA Items
   1. UF Quest (Angela Lindner)

The development of UF Quest was set aside over the summer, but activities will now resume. Angela will be seeking representatives from the colleges to develop a UF Quest Curriculum Committee and specific focus groups. Requests for Proposals (RFPs) should be created by November, with a deadline for finalization by January.

* 1. 4-Year Graduation (Angela Lindner)
     1. Angela and Dr. Zina Evans will be presenting UF’s proposed strategies (curriculum, advising, learning analytics) for the 4-yr graduation plan (“Top 10 Initiative”) at the Board of Trustee meeting.
     2. Dr. Evans has been asked to present this plan at an ACUA meeting.
  2. Honors Societies (Sally Helgeson)

Various information is requested each year for the annual “US News Best Colleges Survey.” Sally emailed the current list of honor societies to the associate deans for their review. Several colleges responded with updates and this list will be revised for the next annual survey.

1. Items from the Floor
2. Recap of Follow Up Action Items and Adjournment

\*\* Reminder: ACUA Focus Areas for 2017 (Lindner and All)

* Advisory Role Focus Areas:
  + Creating and Nurturing a Culture of:
    - 4-Year Graduation
    - Hospitality and Inclusion