**ACUA Meeting Minutes**

**Heavener Hall - Room 306**

**December 5, 2017, 1:30-3:00 pm**

**Attendees:** Angela Lindner, Tammy Aagard, Joel Brendemuhl, Abdol Chini, Kim Curry, Allison Gatsche, Jeff Guin, Sally Helgeson, Chris Janelle, Versie Johnson-Mallard, Mark Law, Leslie Pendleton, David Pharies, Cindy Prins, Dari Samson, Jennifer Setlow, Alex Sevilla, Joe Spillane, Curtis Taylor, Mike Weigold, &, Al Wysocki.

**Absent:** Amy Blue, Shauna Buring, Tom Dana, Stephanie Hanson, Anna McDaniel, & Heather White.

**Guests:** N/A

1. **Welcome (Angela Lindner) -** The January 2nd meeting has been cancelled.
2. **Dean of Students Update (Leslie Pendleton)**
   1. Career Showcases to be held on Jan 30th (non-technical) and Jan 31st (technical).
   2. Gator Career Closet tours available to students between 11 a.m. – 1 p.m., as well as 15-minute fashion shows.
   3. The Counseling and Wellness Center is hiring additional clinical faculty in the spring and fall semesters.
3. **Timely Graduation/Hospitality and Inclusion Focus-Area Groups Update (Focus Group Members)**
   1. Timely Graduation (Joe Spillane)

Graduation rate can be improved by graduating “near-completers” by implementing an intervention for these students at the beginning of spring term with an outcome update at the end of the term (students to be contacted by their colleges).

* 1. Retention Task Force Update (Chris Janelle)

The goal for the group is to identify the extent of the current gender gap. Four subgroups in the group: Literature Review, Data, Best Practices, and Internal Affairs. Subgroups are drafting reports. Goal for first draft of full task force is now set for early February.

* 1. Task Force for Academic Integrity (Joel Brendemuhl)

Honor Code Update - Students and faculty resolve issues internally, so it’s difficult to identify repeat offenders. A “Best Practices” guide for faculty will be developed to allow for a better resolution.

1. **Universal Tracking in the Upper Division (Angela Lindner)**

The Provost has mandated universal tracking in the upper division: deans will identify a meeting in their colleges where Dr. Lindner can visit and present this information. Submissions for universal tracking can be made through the approval system to get to the UCC and the catalog. Universal tracking must include milestones in semesters (curriculum, performance, testing). We will need to provide availability of the upper division courses in keeping with one of the original objectives of universal tracking.

1. **Items from the Floor**
   1. Academic advising has requested information of faculty/staff FTE’s in all categories. If faculty have questions about counting, they should let Dr. Lindner know.
   2. UF is preparing for an on-site academic advising consultation to be conducted in conjunction with the NACADA conference in February. The evaluation will be performed by three consultants from NACADA for three days after the conference (UAC to take lead on developing the agenda of sessions designed around consultations).
   3. The civic literacy requirement and process must be in effect for the Fall Semester 2018. We are currently waiting on the Board of Governors’ testing tools to be developed, and testing will possibly be delivered through Preview.

\*\* 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

**ACUA Meeting Minutes**

**Heavener Hall - Room 306**

**November 7, 2017, 1:30-3:00 pm**

**Attendees:** Angela Lindner, Abdol Chini, Kim Curry, Tom Dana, Jeff Guin, Stephanie Hanson, Sally Helgeson, Chris Janelle, Versie Johnson-Mallard, Mark Law, Leslie Pendleton, David Pharies, Christine Richmond, Dari Samson, Jennifer Setlow, Alex Sevilla, Joe Spillane, Curtis Taylor, Mike Weigold, Heather White, Al Wysocki.

**Absent:** Tammy Aagard, Amy Blue, Joel Brendemuhl, Shauna Buring, Allison Gatsche, Cathy Lebo, Anna McDaniel, Nancy Waldron.

**Guests:** N/A

1. Welcome (Angela Lindner)

Dr. Lindner opened the meeting by introducing the members of the two ACUA Focus-Area Groups: Hospitality & Inclusion - Leslie Pendleton, Alex Sevilla, Curtis Taylor, and Mike Weigold. Timely Graduation – Mark Law, Jennifer Setlow, Joe Spillane, and Chris Janelle.

1. Dean of Students Update – (Heather White)
   1. Medical Withdrawal Process - The aim is to modernize the Medical Withdrawal Process by creating an online portal by the fall semester of 2018. This modernized process will benefit students, faculty, medical providers, and DSO staff. Instructor forms and medical documentation will be maintained in the system and allow for easy collection of data to share with stakeholders.

***Action Item: Obtain data: How many students petition each semester? How many are approved?***

* + 1. A diverse taskforce will be involved in the new process. The involvement of faculty and advisors will allow for feedback and broader representation in decision-making. Advisors can serve as a liaison to communicate to faculty.

***Action Item: Requested faculty to e-mail recommendations to Heather White as to who may be interested in participating in group.***

* + 1. Recommendations and concerns:
       1. Denials of petitions- need talking points to advise students on the process (educational awareness to faculty).

***Action Item: Heather White will provide Sally Helgeson with the data regarding the number of petitions and approvals.***

* + - 1. Streamlining/consistency of interviews of students for medical withdrawals.
      2. Partial withdrawals in which students only drop some classes may help reduce stress/anxiety levels and time commitments.

***Action Item: Heather White to provide Sally Helgeson with the trend synopsis from last year.***

* 1. Sexual Assault Education and Training

***Action Item: Heather White requested everyone to provide her with what their college is implementing for sexual assault education and training. The results will be provided to Sally Helgeson for distribution to the group.***

1. 12-Month Lecturers Update (Angela Lindner)

Dr. Angel Kwolek-Folland sent out a reminder to consider 12-month appointment of professors. The Provost is willing to approve more 12-month appointments with additional funding to provide more summer courses. The additional courses will allow students to graduate earlier, thereby increasing the 4-year graduation rate. Faculty must first seek approval from the Provost. Detailed questions can be e-mailed to Dr. Kwolek-Folland.

1. Civic Literacy Requirement – Effective Fall 2018 (Angela Lindner)

The Florida Board of Governors led a state-wide committee meeting of faculty to discuss this requirement that was in last year’s Higher Education bill. If a student fails a civic literacy test, she or he will be required to take a course to fill the gap. Three courses can fulfill the requirement if a student does not pass an assessment – AMH 2020, POS 2041, and a course that is not part of the state-wide core. UF’s third course is currently offered by The Graham Center.

1. UF Quest Update (Angela Lindner)

We are very close to pulling together a standing curriculum committee of faculty with representatives from UCC and GEC by the end of this semester. The purpose of the committee is to bring life to the framework of UF Quest. Release of RFPs for courses will take place in mid-March to allow time for course development.

1. Timely Graduation/Hospitality and Inclusion Focus-Area Groups (Angela Lindner)

A brief discussion regarding the development of the two focus groups was shared.

1. Items from the Floor

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

**ACUA Meeting Minutes**

**Heavener Hall - Room 306**

**October 3, 2017, 1:30-3:00pm**

**Attendees:** Angela Lindner, Cathy Lebo, Alex Sevilla, Abdol Chini, Leslie Pendleton, Chris Janelle, Stephanie Hanson, Mike Weigold, Sophie Spratley, Tammy Aagard, Jeff Guin, David Pharies, Anthony Kolenic, Joel Brendemuhl, Nancy Waldron, Mark Law.

**Absent:** Heather White, Kim Curry, Jennifer Setlow, Allison Gatsche, Shauna Buring.

**Guests:** Benjamin Markus, Mike Nazareth, Anna Prizzia.

1. Welcome (Angela Lindner)
2. Dean of Students Update (Leslie Pendleton)
3. COMPASS – Implementation timelines, training, etc. (Tammy Aagard & COMPASS Organizational Change Management Team Member, Benjamin Markus)
   1. Benjamin Markus provided an overview of COMPASS and the dates for implementation:
      1. Six stages of the change cycle were addressed and the plans to manage this cycle include keeping everyone informed through messaging, engaging staff to make them part of the process, providing training, and measuring the effectiveness of messaging and training to support compliance.
      2. The team will keep everyone informed through COMPASS Update: Online and emailed monthly to teams, IT and Enrollment Management staff, and self-submitted subscribers (sign up on website). You may also email questions and concerns to [UF-COMPASS@ufl.edu](mailto:UF-COMPASS@ufl.edu).
4. Honors Program Update (Mark Law)
   1. Honors enrollment for the fall semester was at the highest record of 67% (2550 high school seniors applied, 1110 were accepted, 745 enrolled). There were 511 lateral applications, and a record 192 were accepted. In addition, a record of 45 Davis UWC Scholars matriculated in the fall.
   2. Scholarships – The Honors program would like to coordinate with colleges (beginning with Arts and ROTC) to offer scholarships to incoming freshman. In addition, there are several external scholarships available and help is needed in identifying students that may be eligible.
   3. Upper level opportunities for students are research, contract courses, (1 credit add-on to existing upper level, extra paper, research, etc.), teaching aide/discussion leader, and graduate course work (3/2 programs).
5. Summer Undergraduate Research at Florida - SURF (Mike Nazareth)
   1. SURF is a ten week undergraduate summer research program from May 26 to August 3, 2018, with the goal of enrolling Ph.D. students at UF.
   2. The application process is managed by the Herbert Wertheim College of Engineering (online application, unofficial transcripts, resume/CV, UF Ph.D. statement of interest, and optional letter(s) of recommendation). A list of undergraduate research projects and faculty availability is also provided online.
   3. Results – 32 of the 40 students are applying for fall 2018 Ph.D. to UF; 8 are applying fall 2019 (all received UF Ph.D. application fee waivers; some colleges/departments provided guaranteed GSPA).
6. Field and Fork Faculty Teaching Fellowships (Anna Prizzia)
   1. Anna presented an overview of the Field & Fork Program:
      1. The Field and Fork provides students, faculty, staff and visitors with an opportunity to engage in a community collaboration and learn about sustainable food systems. Some examples are the Field and Fork Pantry and Bread of the Mighty Food Bank, other soup kitchens and pantries, liaison with organizations and groups working with local food.
      2. The program also provides teaching opportunities to connect classroom learning with real world examples and hands-on learning such as Faculty Fellows Program, and interdisciplinary classes at Farm and Gardens.
   2. Field and Fork Faculty Teaching Fellowships – The program will award 8 faculty from across campus a $1500 stipend to develop or redesign a course that is focused around sustainable agriculture or food systems to include experiential learning as a core component. Fellows will be expected to attend an initial meeting that will be hosted in late October and three other meetings/events throughout the year.
7. Introduction to ACUA Working Groups: Hospitality & Inclusion and Timely Graduation (Angela Lindner)
   1. The ACUA working groups will be a vehicle for feedback to the Office of Undergraduate Affairs and will make a contribution toward improvements.
      1. Hospitality and Inclusion Working Group – Hospitality and inclusion is the first step in creating a diverse campus environment that reflects feelings of being valued and included. Examples of deliverables include: Compilation of surveys conducted on campus climate with specific focus on academics; Recommendations for improving hospitality; Best practices gathered from campus and external groups.
      2. Timely Graduation Working Group – UF’s 4-year graduation rate is 67% (National ranking: 11). UF is only 66 students under the 10th ranked institution. Our goal is to increase this by 6%. Examples of deliverables include: Evaluating the proposed strategies for “unintended, negative” consequences; Identifying internal policies that hamper students’ ability to graduate on time; Engaging groups whose work-related roles will be impacted by proposed strategies.
   2. A discussion was opened for suggestions on the development of the focus groups. A recommendation was made that Kate Ratliff would be an ideal candidate for the focus group. Angela will be sending emails to the committee members that will make up the group.
8. Items from the Floor

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    - 4-Year Graduation
    - Hospitality and Inclusion

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**ACUA Meeting Agenda**

**Heavener Hall - Room 306**

**September 5, 2017**

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

1. Welcome (Angela Lindner)
2. Dean of Students Update (Heather White & Leslie Pendleton)
3. Five Year Delete Process (Brandi Baker)
4. QEP & International Scholars Program (Matt Jacobs)
5. OUA Items
   1. UF Quest (Angela Lindner)
   2. 4-Year Graduation (Angela Lindner)
   3. Honors Societies (Sally Helgeson)
6. Items from the Floor

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