

Undergraduate Advising Council
Thursday, September 21, 2017

Minutes:

Allison welcomed everyone and called the meeting to order at 3:30pm.

Minutes were approved from the July meeting.

Updates:

Campus affairs: Toby will be presenting during the next meeting on topics such as excess hours and 4-year graduation rate. The goal is to continue the conversation from UAC mini conference on 9.22.17. Committee is also working with professional development committee on brown bag for NACADA.

Communication: No updates

Preeminence task force: Committee is looking for new members. Contact Laura Clark, if you are interested.

Professional Development: Britney reminded attendees of tomorrow's mini UAC conference. Breakfast will be served and the agenda is posted on the event Brite page. Attendees were encouraged to attend individual sessions as their schedules permit.

Allison's updates: A reminder that Friday, 9.22.17, is the fall deadline for certificate/degree application.

Allison mentioned that Dr. Lindner will give updates on UF Quest and 4-year graduation rates at the UAC mini conference on 9.22.17.

Student representative not in attendance, they will continue to be incentivized to attend UAC meetings

Flex Learning Speaker-Andreas VanDenend, Director of Flex Learning

- Flex Learning serves both UF and non-UF students
- Over 40 online individual courses, students can enroll on their own schedule and they have 16 weeks to complete courses from start date (a semester's time) at their own pace. Classes are instructor led.
- See courses here: <http://flexible.dce.ufl.edu/courses/>
- Several courses use UF Online content and instructor
- ProctorU and Turnitin are utilized for high-stakes exams and assignments.
- Flex staff oversees all administrative issues related to the courses.
- Students register through the UF Flexible Learning Website (not through one.uf) –requires payment upfront

- UF students require advisor approval to take Flexible Learning courses- courses won't show up on schedule until they are approved by advisor
 - See form here:
<http://flexible.dce.ufl.edu/media/flexiblelearningedu/documents/Course-Approval-Form.pdf>
- Students can use Florida Prepaid for those courses in spring, fall and summer. May be able to use Bright Futures.
- Courses can count for the summer requirements.
- Terms are determined by enrollment date. Flex learning may be able to work with the registrar in order to accommodate a student
 - Aug 10-Dec11 is Fall
 - Jan 2-April 30 is Spring
 - May 10-July 31st is Summer
- Up to 6 credits can be used for UF graduation although advisors can approve beyond this limit.
- Students can “cancel” and receive a refund in the first 30 days. This will not count as a “W”. After 30 days, if a student withdraws they will receive a W on their transcript and require advisor approval.
- Gives students and advisors options for “life happens” scenarios.
- Courses list:
- For medical withdrawals, students in Flex Learning courses can work with the DSO.
- Daily upload with the Registrar. If a student withdraws from all courses, Flex Learning would work with Registrar so that Flex learning course is also dropped.
- Flexible Learning works with UF policies
- H grades are assigned if the semester ends and the student hasn't finished their 16 weeks.
- Flexible Learning has cut down on extensions. They will grant extensions for medical emergencies or other extenuating circumstances. If an “I” is assigned, the student and Flex Learning office should know the due date.
- Grades have to be assigned prior to degree certification day for students that are graduating. Memos may be needed by the college stating that students received grade was received by the degree certification day.

CRC holds-Nadene Reynolds

CRC career holds as part of “Ready, Set, Work” Challenge for Career Readiness.

- Gator CareerLink Account Activation hold.
- Educational module via Canvas. Hold is applied for students in the fall of their second year. For transfer students, it may be in the fall of their senior year. Nadene will follow up with Allison.

Certification: Kathryn Ivey presented on the proposed UAC Advising Certification.

- Ashley Jacobs and Kristin Theus are also in the Certification committee.

- Attendees received a copy of a proposed Level one certification curriculum which included 8 core competencies/courses and 5 sub-categories/miscellaneous courses. Participants would need to complete all courses listed on document.
- Some of the core competencies/courses are already available by HR (E.g: Title IX, FERPA, etc.). Some classes are to be developed.
- Academic or non-academic staff can take these classes.
- Certification would be voluntary unless specified by college
- Plan is to have it live in the next 18 months. Please join committee if you know about developing softwares!
- All new advisors would need to complete all courses within the first year of employment.
- The Sub-category, Advising Special Populations, would have information on who to refer a student if they are pre-health, pre-law, IA, AIM, MFOS, and possibly DCP and Gator Engineering at UF.
- It was proposed that the curriculum includes information on resources at UF (E.g: Broward teaching centers).
- It was proposed that a resource such as First year Florida staff edition was created for advisors. UAC has facilitated “field trips” for advisors so far such as the Newel Hall tour and the CWC visit.
- It was proposed that main offices on campus such as the Bursar does orientations for advisors on the same month every year.

Other updates: Allison is working with Dr. Lindner on university wide consultation with NACADA folded into the annual conference. The consultation would focus on ways to continue to improve as advisors and identify new resources for our students. Dr. Lindner will talk about it more on 9.22.17 during the conference.

Next meeting will be on 10/19 at 3:30pm in 238 or 240 in Rinker Hall.