

Undergraduate Advising Council

Thursday, November 15, 2018

3:30 – 4:30 pm, 238 Rinker Hall

Agenda

1. Welcome
2. Approval of October Minutes
 - a. Minutes are approved
 - b. The definition of advising that was created at the October meeting was approved by voting members and passed along to Dr. Lindner and Dr. Hass.
3. Chair Updates
 - a. UAC Conference is set for February 22nd, 2019
 - i. George Steele is the keynote speaker
 - ii. Official save the date will be sent out soon
 - b. December Meeting is December 3rd from 3-4:30, currently scheduled for Heavener 306 but location may be changed (although time won't be).
 - i. Dr. Hass and Dr. Lindner will be present at this meeting
 - c. Dr. Lindner will be meeting with the Deans to discuss plans moving forward
 - d. UF is looking at moving to electronic forms for all of the paper forms used across campus.
 - i. If you can think of any forms your office uses, send them to Allison
 - e. From ACUA, as of November 6th there were 38000 freshman apps.
 - i. New Director of Financial Aid
 - ii. In January, the enhancement phase of COMPASS begins
 1. The plan is to add Salesforce functionality
 - iii. The Undergraduate Research Scholars presented as well so let Allison know if you want more info about this program.
4. Committee Updates
 - a. Committees are looking for more members! Please reach out to the committee chairs if you are interested.
5. Dan Hodges: Clarifying the recent changes to the non-degree application/registration process
 - a. Previously, non-degree registration was not allowed in Fall or Spring.
 - i. But, students were still able to filter in.
 - b. Now, non-degree registration is going to end entirely for Fall and Spring.
 - c. This will not impact special programs, or for students that a college/professor is actively working with.
 - d. The non-degree application has been taken off line.
 - e. Any outstanding non-degree applications will be automatically denied.
 - f. Questions?

- i. How can we serve College of Education students who need to take continuing education credits to recertify?
 - 1. That could constitute a special program.
- ii. What's the easiest way to notify students and approve them for non-degree work?
 - 1. These students should be known to you first so your Dean/Associate Dean will have to ask for an exception.
- iii. If you are using EEP, do you have to go through the non-degree application?
 - 1. HR is going to put a special link on the EEP application.
- iv. Who should we email approving these students?
 - 1. Dan will send out the email address.
- v. Can students still do non-degree work over the Summer?
 - 1. Yes, Dan will re-add the application closer to the start of Summer.
- vi. Feel free to send any questions to Dan.

6. Working Meeting

a. Discussion: Assessment tools

- i. Allison and Dr. Lindner have been discussing how to better assess advising across campus.
 - 1. Important to show the impact of advisors across campus.
 - 2. It also relates to hospitality and inclusion, and Dr. Lindner is putting a task force assessing hospitality and inclusion for undergraduate students.
 - a. The task force has already discussed how satisfaction doesn't equal quality in advising.
- ii. A request has been made to gather the types of assessment being conducted already on campus.
 - 1. CLAS, for example, sends out an evaluation to every student who comes in-person for advising.
 - 2. The new lobby system has data about foot traffic, but it would be nice to track emails and phone calls.
 - 3. CLAS UF Online is working on an email evaluation, with a link in email signatures.
 - a. They are also working on a survey asking what additional advising services could be provided.
- iii. When surveying students, it would be good to ask if students have received bad news and if the news was delivered appropriately.
- iv. Are there topics to assess university wide?
 - 1. Tutoring
 - a. Send any tutoring resources on campus of which you are aware to Jessica, our student rep.
 - 2. Assessment of other campus offices (OUR, SFA, Admissions, etc.)
- v. Would there be opposition to a short, university wide evaluation sent after each advising session that each college could add to? Or, instead, a survey each semester assessing university wide resources, including advising?

- vi. Are they considering doing focus groups of students to get more information?
 - 1. Yes, this has been discussed both for ongoing evaluation and to start to develop this assessment plan.
- b. Discussion: Paper processes on campus
 - i. Thoughts about converting paper to online?
 - 1. Make sure it works and is easy to use!
 - 2. Figuring out how to route it to the right colleges.
 - 3. Some areas of campus use DocuSign, and that has been discussed as a possible option to use.
 - 4. Determine who should have security to what.
 - 5. Social Security Numbers cannot be shared.
 - c. Please send any thoughts to Allison and Christine
- 7. From John Laibson: How would everyone feel about removing the text listing all of the Critical Tracking requirements, to decrease the size of the audits?
 - a. Allison will send out a formal blurb so you can share this with your units.
 - b. We will vote on this at the December meeting, so voting members should attend, send a proxy, or vote absentee by emailing Allison.
 - c. This would have to be a unanimous decision.

Meetings are scheduled for the 3rd Thursday of the month, 3:30-4:30 pm, in 238 or 240 Rinker Hall; 1/18, 2/15, 3/15, 4/19, 5/17, 6/21, 7/19, 8/16, 9/20, 10/18, 11/15, and 12/20. If your schedule permits, please take advantage of the opportunity to socialize with colleagues after the meeting.

December 2018 meeting will occur December 3 from 3:00PM – 4:30PM in 306 Heavener Hall