

Council of Associate Deans (CAD) Minutes
September 3, 2013
226 Tigert Hall

Present: Tammy Aagard, Tom Dana, Stephanie Hanson, Chris Janelle, Angela Lindner, Bernard Mair, David Pharies, Ed Schaefer, Jen Day Shaw, Joe Spillane, Horace Tucker, Elaine Turner, Theresa Vernetson, Andrew Wehle, Michael Weigold, M. Dee Williams and Marie Zeglen

Absent: Peggy Carr

Guest: Anthony DeSantis

The meeting was called to order by Bernard Mair at 1:30 p.m. and introductions were made.

1. Minutes of the June and August Council of Associate Deans' Meetings

- The minutes from the June meeting were approved after changes and grammatical corrections.
 - Page 1, item 4, bullet 1 – rephrase to read “‘Some’ engineering students ‘say they’ do not like it.”
 - Page 2, item 4, bullet 10 - strike.
 - Page 3, item 5, bullet 5 – rephrase to read “The staff is tired because the workload is now year round instead of having ebbs and flows which allows staff to work on special projects.”
 - Page 3, item 5, bullet 1 – rephrase to read “Janelle feels ‘there is a perception that students who do not get admitted in the fall are lesser students...’”
- The minutes from the August meeting were approved.

2. Medical Withdrawal Process – Anthony DeSantis, Associate Dean of Students

- Policy issues that affect students:
 - Florida Statute 1009.53
 - Funds for any scholarship within the Florida Bright Futures Scholarship Program may not be used to pay for courses dropped by a student or courses from which a student has withdrawn after the end of the drop and add period.
 - However, a student who receives an award under this program and subsequently drops one or more courses or withdraws from all courses after the end of the drop and add period due to a verifiable illness or other documented emergency may be granted an exception pursuant to 1009.40 (1)(b)4., unless the institution’s policy is to refund the cost of the courses.
 - BOG Regulation 7.002(11)
 - A written appeal for a refund or other appeal action must be submitted to the University within six (6) months of the close of the semester to which the refund or other appeal action is applicable.
- A national study conducted in fall 2012 found factors that affected individuals’ academic performance included stress, sleep issues, anxiety, cold/flu, depression, relationship issues, financial issues, work, and death of a friend or family member.
- The four types of withdrawals are: current semester medical withdrawal, current semester medical drop, retroactive semester medical withdrawal, and retroactive semester medical drop.
- Required documentation:
 - Medical or Psychological – diagnosis of medical condition, date of diagnosis, description of how condition was diagnosed, and list of treatment options
 - Death of Immediate Family Member – death certificate or obituary.
 - Other – police report, statement from victim advocate, medical documentation from an immediate family member’s medical provider

- The Medical Withdrawal Committee, which is a subcommittee of the Petitions Committee, is comprised of individuals from the Counseling and Wellness Center, Student Health Care Center, Disability Resource Center, and the Florida Opportunity Scholars Program. There is currently no representation from the academic part of the University. The committee looks at whether the documentation meets the criteria for a medical withdrawal set by the university. If the petition is denied by the Medical Withdrawal Committee, it then goes to the University Petitions Committee.
- Statistics:
 - Since fall of 2006, 75% of all medical withdrawals were approved. Since 2011, 63.38% of the petitions have been approved and 21.96% pending.
 - The number of petitions submitted has gone up. When DeSantis started in 2010, there were 754 medical withdrawals. This year there have been 1496 petitions – 956 have been approved; 326 are pending; 87 have been denied; and 27 have been deferred.
 - Reasons for petitions have been: 836 psychological, 435 physical, and 153 family.
- The Care Team conducts follow-up meetings with the students, provides referrals to counselors, sets up appointments with Disability Resource Center, provides referrals, schedules meetings with victim advocates, and helps the student with academic progress petitions.
- Some of the benefits of the Care Team are to increase the knowledge of resources, improve class performance, increase retention rates, increase graduation rates, create a supportive environment for students to address concerns, decrease the number of petitions.
- Colleges can be proactive by communicating with DSO using the U Matter, We Care email address (umatter@ufl.edu) and educating faculty on the signs of distress.

3. Self-Reported Academic Record (SAR) – Tammy Aagard

- Aagard informed the council that the application process opened today.
- The admissions process for students is now comprised of two pieces.
 - a. The student's information, essay and community service piece that is used for the holistic review is due November 1.
 - b. The self-reported academic record where the applicant loads all courses and grades received while in high school is due December 1. Students will now have to enter the entire academic record, not just the pending senior courses.
- All the California schools, Illinois, Rutgers and Georgia are using self-reporting academic records.
- Illinois has been using this system for 3 years and has only rescinded 8 students' admissions for falsification of records. Rutgers has rescinded three.
- After the student enters his/her information, only the admitted students will then be required to provide the transcript. UF will only verify those students who have confirmed. Instead of looking at 39,000 students, UF will be looking at 11,000.
- If an application looks funny, UF can return it to the student for correction. Administrators will also have the ability to look at the application at the same time as the student in order to guide them.
- The Admissions staff is doing an SUS tour to speak with counselors about the self-reported academic record and what information a student will need before beginning the application process.
- SAR is for freshman, IA, and eCampus applications. At this time, it is not for transfer students.
- eCampus is a separate application.

- Student cannot apply to both “brick and mortar” and eCampus. However, students can apply to IA and regular Summer/ Fall cycle. If a student already has a brick and mortar application out there, the system will not allow the student to apply for eCampus.
- To reduce confusion, applying to IA is no longer just a check box on the application. There is a tab for IA and a student will have to certify that he/she is interested in applying to IA.
- At this time, Aagard does not know what UF will do if it does not meet the eCampus pool. She also does not know if UF will use those students who have been denied regular admissions as a possible pool of applicants for eCampus.
- Right now there are only five eCampus majors and Aagard believes that there will not be a high number of students who will want to transfer out of eCampus. This is a program for persons who are not looking for brick and mortar for cost reasons or other family constraints.
- For those eCampus students who are failing or who decide the major is not for them, the students will have to do a new application for regular admissions to UF. Currently, there is no change of major, but those decisions are still being formulated.
- UF is working on creating a one-stop enrollment center for eCampus. Until the enrollment coaches are in place, eCampus inquiries are going to the Welcome Center.

4. Certificate Process – Tammy Aagard

- The graduate certificate referral piece will function as the Graduate eReferral does currently.
- The undergraduate certificate will follow the transfer process. With the undergraduate certificate, since students can be in multiple colleges, there can be multiple referrals and all colleges will be included.
- The process will start in the spring.
- The credentials are different:
 - Undergraduate certificates will need certification of graduation from high school.
 - Graduate certificates and possibly professional certificates will need receipt of an undergraduate degree.
- Postbac or non-degree applications will no longer be used for certificate students. Applicants will have to use certificate application.
- Mair noted that the graduate certificate policy states that for students admitted fall 2013 and forward, only the coursework taken after the date of admission will be counted toward the certificate. Turner indicated the Graduate School is willing to grandfather in non-degree work taken in the fall since there is not an application process yet. They would revisit that part of the policy with the Graduate Council. There are several certificates where the whole idea of the self-funded program was to let people try a course and then apply.

5. What is the Good Life Assessment

Mair indicated that the assessment will be shared at the next CAD meeting.

Meeting adjourned at 3:08 p.m.