

**Council of Associate Deans (CAD) Minutes**  
**March 3, 2015**  
**226 Tigert**

**Present:** Tammy Aagard, Amy Blue, Joel Brendemuhl, Tom Dana, Linda Haddad, Stephanie Hanson, Angela Lindner, Bernard Mair, David Pharies, Brian Ray, Ed Schaefer, Jen Day Shaw, Andy Wehle, and Nancy Waldron

**Absent:** Peggy Carr, Dan Connaughton, Chris Janelle, Joe Spillane, Michael Weigold, Al Wysocki, and Marie Zeglen

**Guests:** Jaime Gresley, David Julian, Kris Klann, Toby Shorey, and Rick Wilder

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

**1. Minutes from the February 3<sup>rd</sup> Council of Associate Deans' Meeting**

The minutes from the February meeting were approved without discussion.

**2. Changes to Financial Aid – Rick Wilder**

Based on guidance from the US Department of Education, UF will be changing the way financial aid is disbursed for the summer terms. Starting summer 2015, students enrolled for the entire summer will receive all financial aid at the beginning of Summer A.

Positives:

- Students enrolled for the entire summer will receive aid at the beginning of summer and will not have to wait for Summer B disbursement.
- UF will receive its revenue dollars from the tuition much sooner for better planning of those funds.
- Student Financial Affairs (SFA) will get the financial aid portion of the fees earlier. SFA will be able to get a better handle of how much need-based aid it has to award to students.

Challenges:

- Communication with the colleges, students, and academic advisors because student will have to actively think about the courses they are taking in Summer B and only enroll in the courses they intend to take. Financial aid is based on the student's total summer enrollment, schedule changes after disbursement could result in repayment.
- Informing students of the new disbursement procedures. SFA will be communicating with students by email, newsletters and web updates regarding financial literacy and educating students about budgeting.

Discussion:

- Wilder will send an electronic version of the handout.
- If a student is only enrolled during Summer B, the financial aid will be disbursed in Summer B.
- This is only for students receiving federal financial aid.
- Students enrolled for the entire summer and receiving financial aid will have to pay all tuition at the beginning of the summer.
- It was suggested that SFA provide financial literacy helpful hints in bullet point format.
- There are links on the SFA website on money management.

**3. Excess Hours – Ed Schaefer**

The goal of excess hours was to help encourage students to move through the system in a timely and efficient way. Schaefer stated that he has a list of College of the Arts students who may be

charged excess credit hour fees this semester; that most of them are highly motivated with double majors, and that for whatever reason, some of them dropped the second major and are being hit with excess credit charges. Schaefer wondered if it is worth having a conversation as to whether the legislation is accomplishing its goals. He believes excess hours will make students chose a major early and not allow for any type of exploration.

Discussion:

- Mair stated that excess hour charges are determined by State regulation. He agrees that it inhibits students from exploring majors. With respect to double majors, UF is the only state institution that does not charge up front for the credits associated with the second major. Other institutions charge excess hours based on a single major even though the student is pursuing a double major, and refunds the charges if the student completes the double major. UF charges the excess hours if the second major is dropped.
- Since some majors are so sequential, colleges inform students early that by changing majors, they may be charged excess hours. Colleges inform students to be judicious in course selection and taking only the required courses.
- UF does a number of things to inform students about excess hours, how it gets charged, and notifying the students.
- There are 451 students with excess hour charges this semester. It is estimated that this number will increase in 2011 and 2012, possibly up to 600 students before we reach a steady state.
- It is believed that allowing a student to be exploratory up to 45 credits is too long. It was suggested maybe revisiting the rule to see if 30 credits is a better limit.
- Some colleges let students stay off-track too long resulting in excess hours when they change majors.

**4. Early Alert – David Julian**

The administration is interested in an automated early alert system to monitor student progress throughout the semester and provide warning signals in case of predicted problems. Julian is meeting with three vendors – Civitas, Starfish Retention, and Symplicity. The organizations have developed software that integrates with student information systems and learning management systems to provide automated reporting on students. These systems use proprietary algorithms to identify students at risk. The systems look at overall trends such as what classes students are doing poorly in, SAT scores, and zip codes to tries to make predictions about students. Advisors can use the information to help students. Depending on the software, there are other tools that may allow students to look at their own progress. Given the courses the student has taken, the software can tell what other majors the student may be successful in, other majors that can also be completed, and the percentage completed towards the major.

Discussion:

- Symplicity is used broadly across campus with students with disabilities, conduct issues, and at the career resource center. So UF already has a lot of information built in.
- Since Student Affairs works on retention, they should be invited to the presentations.
- One of the focuses should be an alert when students are juniors and have no idea what they want to do when they graduate. UF should try to find a database that will help place students after graduation.
- The new student information system vendor will not start working until after the new PeopleSoft update which is expected to take place in the Fall.

## **5. Graduate School Orientation – Jaime Gresley and Kris Klann**

New Student and Family Programs (NSFP) is trying to provide university wide-orientation for all students. NSFP would like to provide the base campus information, which Preview students receive, to all the students and create individualized experiences tailored specifically to the programs which the students are enrolled such as Innovation Academy, PaCE, and UF Online. The two goals are to help students transition to UF and to use online orientation as a recruitment tool. The Graduate Online Orientation that piloted last year is meant to enhance the in-person orientation. For a \$35 fee, students can opt in and have access to the information for one year.

### Discussion:

- The orientation is in Canvas. To gain access, the student has to have a Gatorlink user name. This encourages the student to get set up, which increases the propensity for enrollment.
- The push out is early to mid-May, but NSFP will work with colleges and adjust the timeline to meet the needs of the colleges.
- Any UF affiliation can get access as Observer role to the orientation by contacting Gresley.
- Gresley asked the college to provide any information that could enhance the orientation.

## **6. Student Affairs Update – Jen Day Shaw**

- There was a student death in a residence hall on Wednesday. The memorial service is on Monday.
- Traditionally, there is one group of students that tends to win the Student Government elections. This year, the opposing party won.

## **7. Grade Integrity Policy – Bernard Mair**

Mair explained that a motivating factor for the grade integrity policy was the Academic Integrity Report, which reported faculty believe academic dishonesty is a significant problem at UF. The matter of grades and how grades are assigned has taken on more importance with the move to an online environment. Therefore, the integrity of the grade needs to be a high priority among the instructors. The policy gives flexibility for colleges to develop their own standards. The only specific guideline is a minimum of 50% of the course grade be determined from assignments completed in a proctored environment or subject to cheating/anti-plagiarism analysis by an accepted tool. This is the minimum standard that the General Education Committee has adopted for general education courses. Mair would like to adopt this policy across the board for all courses.

### Discussion:

- Does this present an issue for any of the math or statistics courses that may not use an exam approach and use a case studies approach? Ray teaches a course that students have to submit assignments in spreadsheet format along with a video explaining how the spreadsheet was created.
- It was suggest that UF online chime in on this policy.
- Ray feels 50% is too high. He suggests setting a limit on the maximum percentage of any one particular assignment, or quiz or exam.
- It was suggested having the general policy with examples of ways it is used in different venues.

Meeting adjourned 2:56 p.m.