

**Undergraduate Advising Council Meeting**  
**Little Hall 0237**  
**October 19, 2023**  
**3:00 - 4:00 pm**

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**Minutes**

**Welcome and Approval of Minutes**

- Welcomed new advisors attending their first UAC meeting: Roxanna Ruiz – CLAS UFOnline; Christina Rozvodovskiy – student representative
- A motion to approve the minutes of the September 21, 2023 meeting was made by Racheal Croucher. Seconded by Hunter Altman.

**Steering Committee Updates**

- Still figuring out details for advisor appreciation event to make sure won't conflict with Transfer Preview
- Nigel Richardson & Jason Mastrogiovanni, from UF Student Success, will be joining the November meeting next month
- November UAC meeting will be via Zoom

**Open Discussion/Brainstorming Session**

- NACADA feedback – Allison Gatsche invited advisors to share information about NACADA sessions that they found helpful
  - Session on Advising as High Impact Practices, to impact student learning
  - Chip Johnson, Advisor Extraordinaire, led a great session on Working Smarter, Not Harder – Building Smarter Processes
  - If advisors have any presentation information to share, send it to Danielle Shu to be posted on the Professional Development page
- Challenges – Allison invited advisors shared feedback on challenges
  - Cancellation for non-payment –
    - It felt uncomfortable emailing students about it.
    - Can we track impact of college outreach vs. impact of Bursar's Office email? Is it making an impact?
    - There was confusion on the part of the students – example of student who made a minimal payment but had past debt for a prior term. The payment was applied to that prior term (summer) and her fall classes were still cancelled. Maybe we need more info from Bursar to alert us if students also owe money for prior terms since that adds more complication to their situation.
    - Special challenges for international students who have been cancelled.
    - Why are advisors in charge of re-registering students? Some suggested Registrar should re-add them, but others mentioned that they don't have the staffing to handle that load.
    - Currently there is no automated process to re-enroll students. *Could* there be an automated mechanism developed to re-enroll them?

- There is inconsistency across campus – some colleges have different policies regarding whether students would have to reenroll in *all* of their original courses or could just choose certain courses to re-add.
- What if it was department error that led to the student ended up getting cancelled (e.g., department didn't process their assistantships, in the case of grad students). What is the correct process in that case to help them remove their \$100 fee and re-add courses?
- Sometimes SIDA process can take a long time to get all approvals and in the meantime students may have fallen behind in their classes.
- Could or should this process be coordinated by Student Success Office/transition advisors?
- Some departments skip SIDA and re-enroll students via QuickEnroll.
- CLAS developed a page for students to submit requests for re-enrollment and used that to know which students to re-enroll.
- Could students be moved to .misc section in Canvas if they are cancelled and awaiting being re-added? Or could students be dropped from Canvas to catch their attention before they are actually cancelled, if that would help students to take action and resolve issue before they end up being cancelled?
- Could the new Bursar's payment plan system be utilized for students who are going to be cancelled? Currently the system is only used for former students who are no longer enrolled, but could it be used for current students who are cancelled?
- Issues with transfer student credits – Toby Shorey shared updates affecting transfer students:
  - Transfer students and the summer hours requirement – For those who have 60 credits, once the 60 credits come in, the summer milestone runs every Thursday night, so by Friday the summer requirement should show as met. But if they don't have 60 credits, it won't show as met. The new wrinkle is that some schools are issuing AA degrees to students who haven't earned 60 credits, so some students are getting their AA degree but coming to UF as lower-division students. Due to this, the AA degree can no longer be used as the prime factor to determine if the summer requirement should be waived.
  - Civic literacy considerations – If students entered the Florida College System prior to Summer B 2018 but after high school, they don't need civic literacy. For civic literacy, the clock starts when students start college *in the state of Florida*, after they stopped high school. For example, if students started college in a different state and then came to college in Florida, the clock starts when they come to Florida. One new issue that just came to light is that even if students have an articulated AA, it doesn't necessarily mean that they have met civic literacy because there are two or three state colleges that have interpreted the policy to mean that if students earned a HSAA, they don't need civic literacy to get the AA degree. Therefore, we can no longer rely on the articulated AA to determine if civic literacy is met. The state now requires all FL state colleges to put the civic literacy exam or course or both coding on the electronic transcripts. Toby's team must now look student-by-student to see notes on the transcripts to see if it has been met.
  - If students coming in with an articulated AA aren't showing 60 credits, advisors may reach out to Admissions (TE) and Toby's office (SIS advisor support) to help get it resolved. They must track down where the missing credits are. Admissions will try to find a way to get the articulated AA students to 60 credits even if they have to count

remedial classes or vocational classes. Admissions will correct the credit issue and then Toby's office will make sure the audit is correct.

- Excess hours – Sometimes transfer students may have an excess hours count showing even if it shouldn't. That may be because initially some in-state transcripts arrived before some out-of-state transcripts (for courses that they actually completed earlier than the in-state courses). Excess hours runs 3x per semester, so when it runs next, it should notice the timing of the transcripts and fix it. But if advisors notice oddities, let Toby's office know.
  - Additional excess hours notes – excess hours stays at the higher threshold. For example, if a student starts in Engineering and then changes to another college, their threshold stays at the higher level that Engineering was, and it doesn't reduce to the level of the new college's program.
- Thanks for brainstorming feedback – The goal is to have UAC come up with possible solutions to advising issues, make recommendations, and have those suggestions turn into action.

#### **Items from the Floor**

- Toby's office does training sessions each semester. They want to help and make contact with academic advisors, so please attend.
- If anyone needs to be added to UAC Teams channel or UF Advisors listserv, reach out to Allison.

#### **Getting Involved with the UAC**

- Amanda Jackson from Campus Affairs Committee shared information about an upcoming site visit to the Disability Resource Center (DRC) on Mon, Nov 13th – 10-11:00 AM Reid & Cypress Hall. There will be a short presentation of DRC services, how to connect students to DRC resources, and how advisors can support students with disabilities. A tour of Cypress Residence Hall and DRC's testing facilities will be included.
- Slides for getting involved with UAC will be posted in UAC Teams channel.

#### **Adjournment**

### **Upcoming UAC Meetings**

November 16 (via Zoom)