

Undergraduate Advising Council Meeting

December 19, 2023

3:00 - 4:00 pm via Zoom

Minutes

Welcome and Approval of Minutes

- Motion for approval of November 16 UAC meeting minutes by Aaron Ganas; seconded by Nicole Young.

Steering Committee Updates

- Amanda Jackson – Additional site visits have been scheduled around campus. The Honors Program is hosting a visit on January 26, which is open to 25 attendees. The Hawkins Center (University Athletic Association) is hosting a visit on February 7 for 50 attendees. The Disability Resource Center (DRC) is holding a 2nd visit on February 26. Check the UAC channel in the UF Advising Teams group for specific times, links to register, and for updates.
- Sara Mock – If anyone is interested in getting involved in the Communications Committee, please let Sara Mock know.
- Allison Gatsche shared updates on Danielle Shu's behalf – The presentation proposal deadline for the UF Advising Conference is Friday, December 22. The committee is working to line up sponsorships and a keynote speaker. If anyone would like to get involved in the planning, please reach out to Danielle Shu or Allison Gatsche.

Chair Updates – Allison Gatsche

- Dr. Lindner will be stepping down from her position as Associate Provost as of January 4, 2024. ACUA meetings will still be happening, and the Associate Deans have been tasked to partner together to lead those meetings.
- In a recent ACUA meeting, a senator from UF Student Government asked to discuss ways in which the university can support the mental health of students, such as providing discretionary mental health days. This is an ongoing discussion with Student Government to explore ideas to support students.
- Elections for next year's UAC steering committee positions will be held in March. All positions are 1-year positions and all will be open for elections this year: the UAC Chair position, as well as the chair positions for the various committees: Communications, Finance, Professional Development, and University Affairs. The newly elected UAC Chair will also appoint someone to the At-Large Member position. If interested in getting involved, please reach out to steering committee members with any questions. A call for nominations will go out via email in February. Individuals can be nominated by others (be sure to check with the person first), and self-nominations are also accepted.
- Modality of UAC meetings – Allison is continuing to solicit feedback to ensure that we are meeting the needs of as many as possible across our advising community. We will continue to evaluate how meetings will be held in spring, so that there are opportunities for interaction, face-to-face conversation, and networking with others. Zoom stifles those opportunities to connect face-to-face, but the accessibility of Zoom is beneficial since more individuals can join in. There was a recent NACADA presentation by Kansas State, which shared that their advising council held Zoom meetings and eventually the group disbanded and became an informal information-sharing opportunity. She does not want that to happen at UF. The plan for spring is to offer multiple Zoom meetings, but also offer several in-person meetings, as well, so that UAC remains as an active body. Please reach out to give feedback to Allison. An attendee asked if we could consider Zoom meetings with inclement weather – yes, that can be considered. Another attendee asked if we could set the expectation for those who are located on campus to attend in person (weather permitting) – while she would ideally like it if those who can attend in person would do so, she doesn't feel she has the authority to mandate that.

Open Forum Discussion

- Question about advising offices & work schedules – how is everyone operating day-to-day with your office schedules? Several colleges/departments shared feedback: Business – advisors who share offices work remotely 3 days a week and are in-office 2 days a week, and those who do *not* share offices can work remotely 2 days/week

unless there is an event or activity that they need to be present for (Preview, UAC Conference, etc); PHHP – 2 remote days/week with exceptions for drop/add weeks or other busy times; APK – 100% in office; Hawkins Center – most in office 5 days/week; HHP – decentralized, so varies; EG – varies by dept; CJC up to 2 days remote/week; CLAS residential advisors – up to 1 day/week remote; CLAS UOnline advisors – up to 2 days/week remote; CJC – varies, but several are remote 2 days and in-person 3 days.

- How are we scheduling appointments with students? – Many use Bookings; some schedule them via email.
- In some colleges, such as CLAS, advisors must be on campus when doing any student appointments, even if the appointments are remote appointments. Several other colleges allow remote student appts even while the advisor is working remotely.
- How are we serving international students if more classes are being offered online since COVID, in light of the fact that international students need in-person options to meet Visa requirements? At least 9 credits must be in-person, but they can take any *extra* classes online. How is information about in-person course requirements passed along to faculty in the departments, to help them understand the need for in-person options for international students? Someone shared that Martine Angrand in the UF International Center (UFIC) holds training sessions several times per year for those who want to learn about immigration information and international student considerations. We will invite UFIC to an upcoming UAC meeting. It was also mentioned that there may be ways that we can communicate activities in a class that are in-person and which might meet the in-person course requirement – we may need to look at ways in which this is communicated in the Schedule of Courses, etc. Do these issues with limited in-person course availability translate into timely graduation or other issues for international students?
- In the spring semester, Allison would like to discuss expectations for interviewing officer statements and the role of advisors in that process.
- Who is responsible for approving certificates in your colleges? They are approved at the department level and college level. How frequently are applications reviewed/approved? Some responded that they review applications and approve them multiple times per week, while others approve a few times per month, while others only do it only once a month or so.

Adjournment