

Undergraduate Advising Council Meeting

August 17, 2023

3:00 PM via Zoom

Minutes

- **Welcome**
- **Approval of Minutes**
 - A request for clarification was made regarding the timing of when new voting members are scheduled to take on their new roles. It was clarified that the 2022-2023 voting members will still vote today at the August meeting – new 2023-2024 voting members will start at the September 2023 meeting. This will be clarified in the minutes from the July 27 meeting.
 - With the above modification made, a motion to approve the minutes of the July 27, 2023 meeting was made by Toby Shorey. Seconded by Michael Sisk.
- **Chair Updates:** Allison Gatsche, UAC Chair
 - Allison has been meeting monthly with Jason Mastrogiovanni and every two weeks with Nigel Richardson to discuss support of advisors and partnering w/ the UAC.
 - If you are not a member of UF advisors listserv or the UF advisors Teams group, let Allison know and she will help to get you connected.
- **Committee Reports:** None
- **Discussion of proposed modifications of the UAC Operating Code:**
 - Regarding the rationale for only having committee chairs serve a one-year term – don't want to create barriers to prevent people from wanting to become involved if they may not be able to commit to a longer term. Since the UAC Chair also becomes the Past Chair the following year and continues to be involved, they can provide a wealth of knowledge and insight to the Professional Development Committee when planning the UAC Conference. Committee chairs are also welcome to run for an additional terms if they wish.
 - Regarding Office of Undergraduate Affairs representation having 3 proposed voting members – this was deliberated extensively and was discussed at length with Jason Mastrogiovanni. A number of voting members for the UAC are in units that are not directly related to academic advising. The intent of the redistribution is to ensure that there is still adequate representation of non-academic advising partners across campus while also recognizing and emphasizing that this is an advising council. A request was made to have IA and Honors each have their own voting member – this is something that can be discussed for potential future modifications.
 - It was noted that it is the Division of Enrollment Management, not Office of Enrollment Management – this correction will be made.
 - Regarding student representation – pre-COVID there was active student representation by someone appointed through the Provost's Office, but that has not been in place for a few years. The intent is to return to having a student representative join UAC and begin attending monthly meetings again.
 - Will meeting dates for the upcoming semester be posted on FORA? Yes, they can be posted.

- There was a request to have emails sent to the UF advising listserv and not just to the UAC listserv (which consists just of the voting members) to increase access to information and updates. This will be considered.
- How many voting representatives will Ombuds Office have? One
- Regarding determination of how many voting members need to be present to reach quorum – A quorum had not been in place previously. Realizing that not everyone may be able to be present for each meeting, it was decided to go with a majority, rather than a higher percentage. There will be a count of voting members present at start of each meeting to make sure a quorum is met.
- There was a question about Article 1, which states that part of the mission of the UAC is ensuring that advisors are represented in university projects/committees that impact their work. How will that be met if the Office of Undergraduate Affairs only gets three voting members? – Being a voting member is one of many ways to be represented and involved in the UAC. There are also opportunities to be an active participant in meetings, a steering committee member, or a member of UAC committees, for example.
- **Voting process** – Voting members received a link to the poll to submit their votes.
 - Are you in favor of the adoption of the UAC Operating Code?
 - 27 voting members responded: 21 Yes/ 6 No
 - Allison noted that there are likely to be other revisions to the Operating Code in the future
- **Adjournment**