

Undergraduate Advising Council

Thursday, January 18, 2018

Minutes

Allison welcomed everyone and called the meeting to order at 3:31PM. Minutes were approved from the December 2017 meeting.

Speaker: Christy Shorey, from UF's Institutional Repository.

- 1) Please feel free to reach out to Christy with any questions.
- 2) IR is one of the collections of the UF Libraries.
- 3) You can access IR from the Library main page, under Scholarly Communication.
- 4) The IR is the digital archive for the intellectual output of the UF community.
 - a) It serves any member of UF (student, faculty, staff)
 - b) It includes journals, theses, conference papers, research, news, etc.)
- 5) Any materials loaded into IR are backed up into two places to make sure they are preserved.
- 6) Guidelines to determine if something belongs in IR:
 - a) Is the item complete?
 - b) Is it scholarly content?
 - c) Was it created by a member of the UF community?
 - d) Do you retain the rights to post the material?
 - e) It must meet all four of the above guidelines.
- 7) Benefits of adding undergraduate works into IR:
 - a) Publishing in IR is free.
 - b) Creators get a permanent link to their work that can help:
 - i) Enhance resumes
 - ii) Share with family and friends
 - iii) Support ongoing scholarship by enabling others to cite work
 - c) Including work in the IR helps improve and sustain UF's reputation as a leading research university.
 - i) Prospective students can see the variety and strength of undergraduate research opportunities at UF.
- 8) We do have examples of undergraduate work in the IR
 - a) Good Life Audio Essays (and transcripts of work)
 - b) Undergraduate Research Symposium participants
 - c) Undergraduate Honors Theses (moved from the Honors program to the IR in 2014)
 - i) Graduate Theses and Dissertations are part of permanent record and must be submitted to the library.
 - (1) They must sign a publishing agreement at defense.
 - (2) The Graduate Editorial Office submits to the library and provides formatting requirements.
 - ii) Undergraduate Honors Theses
 - (1) Not permanent record.
 - (2) Can go into IR, but are not required.
 - (3) Electronic submittal via web form.
 - (4) Grant of permissions provided via web form.
 - (5) Students submit to the library, along with any supplemental files.
 - (6) Works are loaded after degree certification is complete.

- iii) Best practices for Honors Theses
 - (1) Title page that includes: title, author, year of publication, name of degree, and faculty advisor(s)
 - (2) Projects should conform to the acceptable ETD formats list
- iv) Guides for submitting Honors Theses can be found at this link: http://guides.uflib.ufl.edu/ufir/honors_theses
- 9) Feel free to contact Christy with any questions at 273-2831 or chrshor@uflib.ufl.edu
 - a) You can also reach their website at <http://ufdc.ufl.edu/ufic> or email them at IRManager@uflib.ufl.edu
- 10) Questions for Christy
 - a) For Undergraduate Theses, the library is not required to have them (hence why they are not permanent record), but once they are submitted and posted they will be kept.
 - b) For website projects, they are typically either linked or made into a PDF, and additional ways of preserving webpages are being explored.

Toby Shorey, COMPASS Update:

- 1) Toby is working on writing audits- the last ones to write are Nursing and Pharmacy, but he will also be going back to improve already written audits.
- 2) Release 3, the student program plan, was released on January 16th
- 3) Release 4, degree audits, happens on March 5th.
 - a) Students will not see these audits until May so we will have time to review these audits prior to students seeing them.
 - b) Toby will be sending exceptions/substitutions out to colleges so they can update on the audits, only for students that are currently registered and aren't graduating in Spring or Summer.
 - c) The goal is to have all of the audits updated with exceptions by the end of Summer.
 - d) There are currently 42,000 exceptions in place for undergraduate students.
 - i) Some are exceptions that will be done by Toby for State Core/Summer/etc.
 - e) When the audits go live, you'll be able to change a student's tracking term when you change their major.
 - i) Until then, if you need to change a student's major and their tracking term, email Toby and Roxanne.
- 4) Toby is finishing up the second round of internal testing.
 - a) He'll be bringing in people to test the system, and is extending that invite to attendees of the UAC meeting.
 - b) Please let Toby know if you'd be interested in volunteering to test out the new audits.
- 5) Trainings on the new degree audits will begin in February.
 - a) Toby will also be doing two training sessions at HR that will also be recorded and watched later.
 - b) Advisors will have to sign up for the training through MyTraining, but that is to let Toby know that you will be attending your college's training and to set up the appropriate security access.
- 6) May will be the first time that the Universal Tracking analysis will run, specifically just for IA students.
- 7) Excess Hours will run for the first time in the new system in Fall.
- 8) There will be a training later for advisors who manage Universal Tracking holds on how tracking works in the new system.
- 9) The SASS Printers will be going away in favor of Cognos reporting out of myUFL.
 - a) Toby has a list of about 40 reports that advisors used to get that will be brought back online.

- 10) In August, the development system for audits will be released where audits can be changed and tested.
 - a) Only Toby would have the authority to take those tested audits and put them into production.
- 11) Questions for Toby:
 - a) For Change majors: the plan moving forward is to make it a student group, which advisors can add and remove.
 - i) In the new system, students cannot be declared for a Change major.
 - ii) Toby will work with advisors and student records to determine how to treat students with the Change major student group.
 - b) Will reports be customizable?
 - i) They will be much more customizable and will be in electronic format.
- 12) From Melissa Sisk: Transfer Course Evaluation started in November, and she is happy to present to colleges if you'd like.
 - a) Transfer Evaluation will reach out to departments directly to set equivalencies, so approved equivalencies will automatically show on the transcripts.
 - b) Evaluation requests will be sent to departments when students are referred to the colleges, so they should be evaluated by the time the student attends Transfer Preview.
 - c) This can also be applied to courses in the SUS common course numbering system for courses not in the UF Catalog.
 - d) For international students with S graded courses: advisors can sub them into Gen Eds. Please ONLY do this for international students and not other students with S grades.
 - e) For courses like APK 2100 at UF and BSC 2085 at other state colleges, the audit will not pull in those courses, so the department will either have to determine that they are equivalent or advisors will have to make substitutions for those courses every time.

Committee Updates

Campus Affairs: Student Financial Affairs is coming to talk to us about the Microgrant program at a future meeting.

Certification: No updates.

Communication: No updates

Preeminence Task Force: Larah is looking for new members for the task force. The advisor survey has been finished and will be sent out after the conference.

Professional Development: The UAC Conference is on Monday, February 5th. Please RSVP if you have not done so. We need help with Door Prizes, so let Brittany know if you have any ideas.

Chair Updates

- 1) There will not be a February UAC meeting. The next meeting will be on March 15th.
- 2) NACADA Consultation
 - a) February 5th-8th
 - b) Funded by the Office of the Provost
 - c) Evaluating advising across campus, and focusing on timely graduation and use of predictive analytics.

- i) This evaluation is to help advisors to identify strengths and ways to improve.
- d) The consultants will be providing the keynote at the conference and will have a Q&A after the keynote to address questions from attendees.
- e) Working lunch with the consultants and advisors will be on February 7th from 12-1:30PM in Farrison Hall.
 - i) Allison will send out an email with more information.
 - ii) The hope is that there will be representation from all colleges.
 - iii) Allison will also be asking for recommendations of students to include on a student forum with the consultants.
 - (1) The student representatives should be a wide variety, not just high achieving students.
- f) There will also be additional opportunities to have dinner or lead campus tours with the consultants.
- g) Please reach out to Allison with additional questions or if you are interested in getting involved.
- 3) This is a formal call for nominations for positions. Elections will be held in March for the following positions:
 - a) Chair
 - b) Campus Affairs Committee Chair
 - c) Certification Committee Chair
 - d) Advisors can self-nominate, or nominate others, but please let your nominee know if you choose to nominate them.
 - e) If you are nominated, you'll get instructions via email about the election that will be held in March.

Other Updates

UF Online: No updates