

Undergraduate Advising Council Minutes

October 19th, 2009

Attendees: Erica Byrnes, Andrew Wehle, Dana Myers, Sarah Eberhart, Karen Cody, Mary Kay Schneider Carodine, Keith Carodine, Mary Ann Hagler, Jeff Citty, Henry Anderson, Robin Rossie, Wayne Griffin, Kari Ward, Lindsey Dedow, Maureen Cox, Sara Mock, Ron Wright, Roxanne Barnett, Nicole Young, MA Hager, Ruth Brumbaugh

Erica Byrnes began the meeting by recapping the annual **advisor's workshop**. 130 people attended, many more than last year. The professional development committee will be sending an evaluation out to attendees. Due to exceptional fiscal management, there is some budget money remaining. Erica asked for suggestions for ways to use this money for further professional development, preferable on items that can be reused. Suggestions included an advising tablecloth/banner/display to be used at advising events, books, webinars that can be retained on DVD, and other DVDs. The PD committee will discuss and make a recommendation to Erica.

Erica then reminded everyone that the UAC was now represented on the **Council of Academic Deans (CAD)** and asked us to let her know if there were any items we would like them to discuss, that she wanted information and questions to flow both ways, not just from them to us. The CAD asked for clarification of the relationship between Universal Tracking incrementation and the number of credit hours in which a student is enrolled. Roxanne clarified that UT increments every term for all students but that a report is generated listing all students enrolled in less than 9 hours, which is sent to each college to review and evaluate whether or not each student's term needs to be rolled back.

There was a spirited discussion about the existence of/need for a **campus-wide advisor training manual**. Initially, we agreed that there was a lot of interest in an online version. There was a lot of discussion about the contents of such a manual and who the intended audience would be (students/staff/etc). Eventually, we decided that the important issues were standardizing the policy sections of the catalog to which students have access and also having some sections just for advisors, on topics such as SASS/NERDC. Several colleges/schools already have policy handbooks for their students (FSOA, ED, HHP, CALS), while CLAS has a fairly extensive policy section for advisors on their intranet. Glenn is going to looking into whether or not this can be extended university-wide. The final decision was that the Communication Committee would research this more and bring their findings back to the group.

Finally, we agreed that we would like to continue the campus tour of advising offices in the spring. Erica will make sure to send reminders before the meetings about the new location.

Campus Affairs Committee – Jeff Citty, (jcitt@eng.ufl.edu):

Advisors hosted a WOW event that focused on introducing the concept of advising to students. This included tabling September 1 from 10-3 on the North lawn of the Reitz Union with 2 or 3 advisors per hour to educate students on general advising. About 50 students attended, the committee believes that with more advance advertising, this kind of event would be useful to continue.

As a result of the survey the committee sent out, they are creating a list of presidential committees advisors feel are important to serve on.

Professional Development Committee - Glenn Kopic, (gkopic@advising.ufl.edu):

The committee is putting together a brown-bag –style roundtable discussion on a recent article pertaining to advising, which will be held in November. Details to be released soon.

Communications Committee – Kari Ward, (kari.ward@cba.ufl.edu):

The advising homepage has been updated, and new issues of the blog/newsletter will be coming out soon.

College Department Updates:

BA is anticipating the return of two minors – entrepreneurship and real estate – in the spring semester. Official approval has not been completed yet. The updated Business Administration minor is tied to students' catalog year, so only 096/8 first-year students and forward will have the additional requirements, all previous students will have the original requirements.

Please use the advising listserv to communicate any issues during advanced registration. Post new courses offered by your college/department to the advisor blog, not the listserv.

Roxanne notified us that U or J students entering 096/098 are being held to the new excess credit hour requirements, which would charge them additional fees/tuition for excess credit hours earned (some students have apparently been admitted with over 120 hours already). For students who have J hours, these hours can be reduced down to 60 to attempt to alleviate some of the excess hours but U hours cannot be reduced.

The next meeting will be ??? 2009 in Stuzin Hall rm. 200, 3:00-5:00pm.