

Advisors' Council

Meeting Agenda

Wednesday, October 21, 2020
8:45am-10:00am via Zoom

I. Attendees: Cooper, Donna, Blackman, Theresa, Ridder, Zack, Johnson, Elizabeth, Harville, Jason, Grisham, Stacie, Laseter, Melissa, Hensley, Robert, Bond, Brad, Dragoo, Rebecca, Donlevy, Matthew, Cameron, Deanna, Noblit, Amber, Brown, Nicole, Patterson, Sumer, Orr, Nichole, Bulmer, Bryan, Chambers, Amanda, Swaim, Sumer, Tarr, Lisa, Mcauliffe, Kayla, Boyles, Kayla, Jordan, Sherrell, Dayton, Andrew, Littleton, Rebecca, Ownby, Nikki, Beal, Amy, Schmutte, Dana, Martin, Emily, Leverett, Ashley, Officer, Brittney, Sturnes, Robin, Samuels, Cymone, Holmes Trujillo, Erica, Zinner, Gerda, Sheppard, Leslie, Doolittle, Jena, Mitchell, Heather, Pierce, Jessica, Sims, Stormy

1) **Welcome** – Nikki Ownby – Meeting called to order at 8:45a

2) **Voting on Minutes** - Theresa Blackman

a) Lisa Tarr votes to approve the Minutes for September

b) Dana Schmutte seconds

c) Minutes approved

3) **Missing the in person**

a) We miss the running commentary, and connections we make in person. Members are encouraged to use the chat and engage in conversation during meetings

4) **Random Thoughts**

a) Lisa Tarr: Gap or Spring – it is a tag for folks that need a break that may need to take the spring off. Are others hearing this?

i) Erica Holmes-Trujillo – Hub has been hearing this and did so in the spring as well,

ii) ENGR is hearing this a lot with the online offering or courses normally in person students are feeling the loss of the in person course experience

(1) it may just be the frustration now and the winter break may help

iii) Donna Cooper – hearing it from transfer students this first term at UTC thinking about going to places where they have more connections

iv) Nikki Ownby– what does the spring schedule ratio look like?

(1) Sarah Alsobrooks – ENGR is the same

(2) Rebecca Dragoo– face to face in spring 28% internet 15% Hybrid 57%

(3) Stacie Grisham– in the fall 2% was face to face, unsure how this is going to be sprinkled across campus

- v) There has been a lot of movement in courses some hybrid moving to online, some moving to hyflex, there is a hope that with more time instructors will not flip flop as much as the fall
- vi) Katie – how many faculty filled out exemptions of doing something different – that is the complaint from students
 - (1) Some of the courses fit outside the box but not many most are following the rotations models noted by Registrar
 - (a) The expectation is clear communication that students will be told the type of the class. Advisors encourage students to read the syllabus and see what they are getting into – encourage students
 - (b) Challenge with that is that the syllabus is not available until right before the start of classes – Elizabeth Johnson – ideas on how to get the information?
 - (i) Have the students reach out to faculty – with more time to plan there is a strong chance
 - (c) Scott Dayton – when we are looking at the syllabus tab on banner could faculty be encouraged to upload the syllabus?
 - (i) Rebecca Dragoo– it’s a new feature and unsure of the setup – unsure of deadline to get the syllabus done – will ask about the tach piece
 - (ii) Erica Holmes-Trujillo - it may be a hard ask to have faculty have their syllabus done 2 mo. prior often times there is finalization needed – there is a risk of unrealistic expectations on both parts – encourage students to reach out the faculty
 - (iii)Lisa Tarr–we are doing better now than the spring, and we will be better this spring than fall. Stud

5) **Military Science Minor** – SSG Courtland Leamon and Captain Waugh – see attachments for more information

a) 104-R

- i) The army uses this form to make sure students are on track with their degree in order to graduate and commission on time. they use this to plan on who is going to commission in and whether the Army is growing or shrinking
- ii) It also insures that students are getting the money for courses and their monthly stipend – when this form is correct it makes things a smoother process
 - (1) It **MUST** be the 2013 version NOT the 2004 version
 - (2) There are shells for UTC that are pre-built for common majors
- iii) 2a box – the army has its own code system so SSG can input that once the form is returned to the army
- iv) Box 4 – Cadets and advisors do not fill out SSG will do,
- v) Box 5 – if a major does not have elective space for the ROTC courses they are listed outside the total degree hours required

- (1) Ex. ENGR 128 ROTC hours 20
- (2) if you have the electronic form it will formulate the NAPS form for you
- (3) Lisa Tarr – What if the student does not graduate in 4 years? Do they not commission?
 - (a) They do, the last term they are here they are an MS5 (Super Senior)
- (4) Amanda Chambers – How much leeway do they get past the 4 years?
 - (a) Case by case basis, right now for COVID if a cadet is not able to be on campus they can be put on a leave of absence
 - (b) Erica Holmes-Trujillo – ROTC hours that do not count, in degrees that can accommodate the hours you do not list them in the ROTC hours that do not count
 - (i) Roger (correct)
 - (c) Erica – what about a student who joins after their first year or their elective hours have already been met?
 - (i) List it out by individual semester, called compression they compress all the ROTC in the remaining year
 - (d) Matthew Donlevy– rather 4 ½ - 5 right off the bat, are there consequences
 - (i) After 4 ½ it can affect their scholarship depending on how its written, prefer the 4.5 that extra term is enough to spread it out to where they can handle the load
- vi) The cadets like to skip the transfer credits and credits towards degree, but they must do the leg work
 - (1) Sarah Alsobrooks– do they only put the credits going towards degree? Or everything?
 - (a) Yes only towards the degree, it helps with the math
- vii) Box 6 – they fill out the GPA for that term each semester, for freshman the GPAs are the same
- viii) Box 7 – far right is used for summer or left blank is the normal format
 - (1) Cadets get in a hurry and do not pay attention when filling out the box
 - (2) Students need to go back at end of term and enter their grade
 - (3) SSG has shells for majors
- ix) Box 8 – cadets must initial and date for the term they are in when they sit down with their advisors
 - (1) Freshman will initial and date them all, they must go back and remove all but the current term
- x) Box 9 – they need to spell out Bachelors of X (actual name of the degree) most cadets will check the yes box if there is not a lot of exceptions
 - (1) They will list anticipated date and year of planned graduation date
- xi) Sign and date – and electronic signature will result in a date stamp

xii) Statement of understanding (should match block 9) they will sign and date and Lt. Col. At UTK will certify it

xiii) Questions

(1) Amanda Chambers – of the student gets off track at what point is the form needs to be redone?

(a) In-between terms if they have failed or fallen behind getting with the student and coming up with a game plan, if they have contracted with the Army already it's a bit harder b/c they have told the Army the game plan (a bit more paperwork on the Army's side) if not contracted it's not as big of a deal. Capt. Is the stop gap so forms will be kicked back to come up with a game plan

(2) Jessica Pierce – for departmental that have SP or FA only, so if you miss a class you are behind and summer is when they can catch back up. A lot of times students try and lay a guilt trip on departments is there a more appropriate way to work with the student to help catch them up?

(a) At UTK the Ag campus is similar – the only summer they HAVE to do anything is between Jr and Snr year and that can be worked around if they need to take a class that summer. there are multiple dates they can do the training so its preferred they take the course early and do summer late

(b) SSG –

(3) Erica Holmes-Trujillo - is it the expectation that students take the lead on filling out this form

(a) Yes, SSG tells them to get their clearpath, he helps with ROTC courses and the seniors will help them fill it out, it is not the expectation that advisors fill out the whole thing

(4) Nikki Ownby– what is the timeline the 104R needed? Is it every term?

(a) It's a 1 time deal at the beginning of the year (each fall) only time they need to change it is if there is a significant change on their schedule

(b) Nikki Ownby– if they do have to redo it do they put the previous semesters?

(i) Yes, they need to list the grades and past terms, this was not always done but SSG has instituted this change

(5) DO NOT let them blow smoke – if you get any sass reach out to SSG

b) Military Science Minor

i) If they complete ROTC program, they get the minor but not everyone in minor needs to complete the minor –

ii) The admin will do the overrides for the MS courses, SSG is working with curriculum so he can audit it and direct overrides for the minor as needed

iii) SSG is really great and will work with students to complete the minor and give the students a chance to take ownership of their education

6) Registrar's Minute – ~~Joel Wells~~ Rebecca

- a) Email via Scrappy listing deadlines for W and dates for Oct 27
 - i) Breakdown of TT is coming, the testing is taking a bit more time with changed
 - (1) Registration has been condensed to 1 week and 2 SP orientation
 - (2) Open Registration is Jan 8
 - (3) Audit students are being tested b/c they are not paying fees that are not able to register until 1st day of term
 - (4) Readmit TT are being reviewed; right now seeing if we can loop them in on the earned out TT rather than at the end of the PR
 - (a) If it is successful that will be identified on the breakdown
 - (i) Lisa Tarr– this can/will change timetable for advising the readmits?
 - (5) Holds**
 - (a) In the spring 2 rounds of batch holds happened; this term its 1 for those tagged SP 21
 - (i) Email is coming – instructions on how to mass tag as well as when the batch tag lift will happen (Oct 27th at Noon)
 - (b) Readmits and SP 21 Orientation students will have holds
 - (6) Lisa Tarr– when the course schedule drops on the 26th will we see the SP 21 students?
 - (a) Yes, SP 21 schedule is slated to drop the week of the 26th and that will be when student profiles will be viewable however new SP admits MMD will have MMD generated on the 28th
 - (b) If they are a transfer student they will be looped into the Z group TT (Jan 8) but when they register for orientation they will be updated accordingly
 - (i) Freshman first time admits for SP TT are a bit different
- b) SPRING 2021 SCHEDULE DROPS THE WEEK OF OCTOBER 26TH**
 - i) Time tickets WILL drop Oct 27th (TT is not based on schedule drop)
 - ii) Normally the schedule drops during fall break, but it was pushed back
- c) Registration crashing?
 - i) TT will still be assigned every 30 min (mas 250 students) it may run slow if a lot of students register later than their time ticket
 - ii) Time tickets will run later in the day, but no TT will start after 5
- d) When will the Registrar website be updated for SP 21
 - i) Hopefully today

7) Announcements

a) Advisors' Council Communication via Teams – Erica

- i) Ways to streamline communication so the secretary does not screen everything; uses outlook group or Teams to allow folks to send communication directly to council
 - (1) We are piloting this, at this time please send emails the Theresa for communication with council. Once we have ensured the process works you will be updated and can share communication directly to council.
- ii) Looking at Teams for council meeting rather than zoom – more information to come later

b) Pre-Health – Theresa Blackman

- i) The last week of classes (Nov 16th -20th) is Health Professions Week. UTC will be participating for the first time with a lineup of virtual events all week – see attachment for full list
- ii) As a reminder at this time professional programs are accommodating online lab sciences. Students will want to confirm with individual programs for upcoming 2021 cycles but the national organizations have all supported the acceptance of online coursework during the pandemic. Students should not feel required to find in person science labs for Summer or Spring. However if offered and they feel comfortable taking them they can do so.

8) Questions/Concerns/Updates

a) Erica Holmes-Trujillo – do petitions for a minor need to be put in by major advisor?

- i) If you put minor in front of the word it routes to the minor department, unsure if it's not going or departments are rejecting, there may need to be communication for how that process will flow

b) Nikki Ownby– there was a list of approved petition folks, is that still a thing?

- i) Yes, there are still attached people, but when you enter “major” or “minor” before your wording it should route to the attached person. Testing is continuing to make sure the routing is working – if you are having issues reach out to Diana to make sure the petition is getting to where it needs to go

c) Amanda Chambers– is there a report to run to see what petitions we have done what where it is in the work flow?

- i) Only report that exists is the whole campus with registrar, best game plan is to note in navigate or keep list

d) Jessica Pierce – if a student has been tagged once and then are retagged will it add multiple same tags

- i) Nope, it will tag them once regardless if they have been tagged with the same tag

9) Close meeting ended 9:58a

We will meet again on November 18th via Zoom.

No meeting in December.

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