

Members Present:

J. Altmann, T. Buss, S. Byrne Irwin, R. Cocos, K. Coffaro, T. Current, R. Daniel, J. Dvorak, A. Foundos, K. George, S. Gruzis, D. Gygi, J. Harper, B. Hinshaw, T. Jones, S. Kaempfer, M. Knasinski, K. Konki, G. Kopke, A. Kowaliczko, W. Luljak, A. Maldonado, S. Martin, S. McCarthy, R. McGraw, I. McLaughlin, L. Molina, C. Morris, A. Northrup, C. Patterson, J. Rahmer, E. Rolland, K. Roosevelt, M. Schmid, B. Simon, T. Springstead, G. Valentine, J. Wishman, C. Wolf, S. Zlotocha

*Johanna Dvorak & Mary Knasinski – PASS and Tutor Scheduling*

The office used to be called TARC and now the office is called PASS – Panther Academic Support Services and the website can be found at [www4.uwm.edu/pass](http://www4.uwm.edu/pass). Right now the office is in the process of testing PantherLink calendar and linking tutoring schedules. Johanna and Mary recommend sending students to Bolton 120 if they have any questions. The offices have moved from the 6<sup>th</sup> floor of Bolton to Bolton 180 and are now many services are down on the 1<sup>st</sup> floor along with some SI sessions in Library WB42. The PASS office is sharing space with the First Year Center in Bolton 120. Katie Press is responsible for English, Social Sciences and Foreign Language tutoring. Mary coordinates Math, Sciences and Business. Supplemental Instruction is the ‘cadillac of tutoring’ and is funded through Access to Success. SI leaders have direct access to information covered in class since they sit in on the same class too. Currently 50 large lecturer courses are SI courses. 50% of students come in for tutoring in math. Tutors cover over 100 freshman and sophomore level courses and have 5 students to a group. Many 100 and 200 level courses are covered for tutoring as well as some 300 level courses. Example includes a class that many students struggle with, Business 311, that the Lubar School of Business provided additional funding to help support. Tutoring is typically in small groups. SI review sessions are limited to 20 students while a tutoring group has about 5 students in them. It is very easy for a student to sign up for tutoring through the PASS website. Students have access to which courses are SI courses, online tutoring, appointment sign up and more. When a student does sign up for a tutoring session using their ePanther ID and password an email is sent to the student and tutor and the appointment has to be accepted and is added to PantherCal. A tutor usually needs 24 hours notice but an SI leader will show up for the 1<sup>st</sup> 15 minutes just in case. There is also tutoring in the Residence Halls and computers and smartboards available for use in Bolton 120. Summer tutoring is focused with online and walking in tutoring for ease of access for students throughout their summer sessions. Some faculty are more supportive than others. Hopefully the SI and tutoring options are advertised through syllabi, the SI leaders is introduced and when registering through PAWS for a class a student can see if the class is an SI course. Now that PASS has a schedule system more students are participating through more regular visits.

*Ericca Rolland – New Freshman Orientation Information Update*

The advisor meeting was held earlier this year. A draft schedule for students and family for NFO was handed out during and discussed during this ACN meeting. The student schedule is similar to last years NFO schedule with 10 minutes added in registration for the technology piece to be covered then. The safety and responsibility conversation has been added back in as a lecture type at the tail end of lunch. The student activity has been finalized. The Honors College and AOC will have their separate meetings during NFO. Campus Ambassadors are trained through a 6 week course in the spring. There is a 2 day training for the orientation leaders at the end of May. There is an orientation leader for each school/college. The College of Letters & Science wants to meet with all OL so when other S/C don’t have students those OL’s can be used in L&S. Mentors have a 3 day training with move-in. The 15<sup>th</sup> and 16<sup>th</sup> of June will be the overnight NFO program. 125 students are able to sign up for the testing and overnight NFO program. University Housing will only charge \$12.00 per night and families are able to stay as well. Level of interest for this program has been high. Targeted students are out-of-state students so they can test and attend NFO all in the same trip to campus. May 1<sup>st</sup> reports will start for enrollment. Testing numbers were down a bit. June 1<sup>st</sup> calling will start to progress students through testing,

freshman fee, and NFO. Once the freshman fee has been paid a student would have access to register for NFO 24 hours later.

### *Kristin Roosevelt – Open Positions in ACN*

This is the formal call for leadership positions for ACN. Nominations will be kept open until April 30<sup>th</sup> as well as nominations can be taken from the floor now. Christine Wolf was nominated by Brian Hinshaw for Recognition Awards Committee. Voting will be done through an online survey and results will be announced at the next ACN meeting.

Sharon Gosz had a baby girl!

### *Campus Community Reports*

- Enhancing Advising Subcommittee  
No report
- Graduate/Retention Workgroup  
No report
- Financial Aid  
Two new advisors have recently joined the Financial Aid staff. The new staff members include Courtney Morris and Trisha Springstead.
- Center for International Education  
International students will now have a sash with their home country's flag on it for the graduation ceremony. Please send any international students you work with to Garland 138. Free sashes are only for International students who are finishing up in May or August. There will be a separate graduation ceremony on May 12<sup>th</sup> for Global Studies majors, Study Abroad students and International students. FLAS Fellowships are available to students studying at the 3<sup>rd</sup> semester or higher of a critical needs language. More information can be found on the CIE website.
- LGBT Resource Center  
No report
- Women's Recourse Center  
No report
- Orientation Leadership Team  
Ericca already provided the OLT update within her presentation.
- Enrollment Services  
DES Book and Media Sale this Thursday, April 22<sup>nd</sup>. There has been an uptick of enrollment for the summer while applications for fall are 6% down and admits are down 8%. However, the number of diverse students and transfer students are up. Seth asked how the waitlist process is going – seems to be going well thus far. Remember that there is a resurveying all students for ethnicity as well before students can register. One issue that was raised during the meeting dealt with the waitlisted class showing up on the transcript and not indicated as waiting. Seth will look into this issue and get back to ACN with an answer.
- First Year Center  
No report
- Student Accessibility Center  
No report
- Panther Academic Support Services  
PASS is looking for tutors for next year. Students have to have a B+ or higher in the class they will be tutoring. Each year PASS hires about 125 tutors and about a third are turned over each year.

### *General Announcements*

Brewers game for academic staff was announced. All Academic Staff are invited to the tailgate and game on Wednesday, June 23<sup>rd</sup> against the Minnesota Twins. Tickets are \$25.00 each. 100 tickets have been held and money needs to be turned in by May 1<sup>st</sup> in order to secure them.

Tailgate will be a pot luck with grills and coolers needed. Make sure to pass the word along to others. More information, including a order form will be sent out via email to all Academic Staff.

Jennifer Murray reminded everyone about the Lavender Graduation taking place on Wednesday, May 12<sup>th</sup> from 7:00 p.m.-9:00 p.m. in Greene Hall. Dr. Kevin Nadal will be here at UWM on Thursday, April 29<sup>th</sup> for Gay & Lesbian Psychology presentation. A search is now underway for an Assistant Dean of Students. The Assistant Dean serves as a University Hearing Officer and Student Ombudsman. Pass this information along to interested parties.

The First Year Center is looking for faculty speakers for NFO.

The School of Information Studies will be looking to hire for a new masters advisor position shortly.

Student employment link is available on the PASS website for tutor positions. Students receive \$9.00 per hour as tutors and \$10.00 per hour as Supplemental Instructors.

Panther Professional Development trains student employees in Student Life and are looking to go campus wide for Leadership Development. Think about opportunities that you as professionals may be able to present on.