

**ACN Meeting Minutes**  
**December 18, 2012**

Members present: J. Anderson, K. Barnes, L. Blaska, J. Broskowski, M. Buhrandt, A. Cardos Whaley, A. Carreno, Y. Castellano, C. Clark, T. Danner, A. Datey, T. Deutsch, R. Daniel, J. Dvorak, K. Eilers, M. Fero, J. Ford, K. George, J. Hack, N. Heinen, B. Hinshaw, J. Hutchings, E. Jessup Anger, S. Kaempfer, C. Kaye, M. Knasinski, A. Kowaliczko, A. Maldonado, K. Masshardt, H. Matera, T. McGhee, I. McLaughlin, L. Nicely, L. Ori, S. Perkins, K. Prokuski, K. Roosevelt, A. Schaffner, P. Schoessling, B. Simon, C. Simms, L. Stark, J. Stein, K. Swetzig, D. Unertl, G. Wallander, C. Wolf, A. Wrench, 48 total

***Updates on Admissions and Recruitment – Alberto Maldonado & Jan Ford***

- Reorganization – Admissions and recruitment now in the same office together: Department of Admissions and Recruitment, there is a new website for the Office of Enrollment Management <http://www4.uwm.edu/studentaffairs/em/>
- Vogel Hall is the main traffic area for any questions for admissions
  - Parking is provided free of charge to visitors in the Pavilion
  - If dropping off any kind of documents they should go to Vogel Hall
- On the website for Office of Enrollment Management there is a flow chart for the department
  - Communications and Marketing
    - Social media, mailings, mail services, letters
  - Visitor Information
    - Campus tours, preview days, group tours, overnight programs, Open House
    - Call center still under development
    - More calling going on to remind students of what they are missing for applications
    - Primary number 229-2222
  - Recruitment
    - Adult and Returning Student Services Office (used to be OARS office)
    - Transfer Student Services
    - Admission representatives – cross trained to be recruiters and understand admissions processes
    - Go to area if people have questions about admissions
    - Wisconsin Covenant program, Midwest Exchange program
    - These are the staff that go out into the community
  - Admissions
    - USA's – front end processing people – Karen Wrench oversees this – located in Bolton
    - Admissions Decisions
    - MATC and Veteran's Coordinator are located in Mellencamp

- Having a greater focus on customer service
- Talisma is now part of IT Services – the CRM system they use to work with prospective students, other schools and colleges are utilizing this now as well – have over 120 users now on campus
- Carmelita Sims – our MATC liaison, Katie– Brown County, Door County, Tory – Wisconsin Covenant, Kyle – IL, Lisa Ori – Veteran’s Coordinator – split between Financial Aid and recruitment, Megan – Minnesota, Eau Claire, La Crosse
- Their staff is also going through training to use ImageNow and Talisma and become better users
- Updates: 229-4397 (it is the front desk for our Vogel office number to get a staff member), not the best number to get the answer to a question (i.e. Admissions decision question)
- Residency specialists – in another area – could still use 229-2222
- Asking for patience and trust to get everything running smoothly since it has been a challenging and daunting task and we also have an enrollment challenge at this time as well
- Working closely with the housing office – also making a housing checklist to get them signed up for an orientation; 229-5842 – Orientation telephone number
- Dee Borton is retiring on January 4<sup>th</sup>
- Special students (60+ auditors though go through the Registrar’s Office), submitting transcripts or AP scores...all Vogel Hall
- Jan Ford’s number 229-4445

***Center for Student Involvement – Eric Jessup Anger***

- Their office is to help students get engaged on campus
- Faculty, staff, advisor: Appointment letter – liability covered, also has resources for being a good faculty/staff advisor; if you haven’t gotten a letter get into contact with Eric
- For students that are having problems getting involved/connected this year, they used to create the student activity guide which was usually out of date after being printed. Now they created the Student Involvement Guide and Workbook
  - Goal setting, points of reflection...
  - Can go through them with students or send them in their office
  - Talks about different types of involvement
- UWM Bucket List – Center for Student Involvement polled students to find out what are the “traditional UWM experiences”
  - This is an easy thing for students to do/introduce students to things in Milwaukee or around campus – if they complete the list they can get a t-shirt and talk with the center
- If we have students that we think could benefit from getting involved or are having problems adjusting/building emotional connections...if we aren’t able to go through those opportunities with them, the staff in the Center for Student Involvement will work with them
- Students can create an e-Portfolio to document all of the different things they are doing (community service, organizations involved in...)

- If you are struggling with an organization they have organizational consultants that can come in and work with the group
- Involvement guide workbook
- You can refer students to Center for Student Involvement through MAP Works or direct referrals
- Taking nominations for student leadership awards, student organization awards...you can also nominate them for student involvement awards – they get invited to a reception and you can attend as well, you can e-mail [activities@uwm.edu](mailto:activities@uwm.edu)

### ***Internship Updates – Lynda Nicely***

- Lynda is a graduate project assistant – in the CDC part-time; never had someone specifically focused on internships before
- Developing resources for students for anything regarding internships, starting next semester she will do appointments to meet with students that have questions about internships
- Employers (71%) want to have candidates that have relevant experience – internship experience
- New Internship website: [cdc.uwm.edu/internships](http://cdc.uwm.edu/internships)
- Resources for students and alumni – what to do before, during, and after
- For each department they have listed who the faculty contact person is, phone numbers or links to department websites if they have web pages on internships
- Also has websites about finding jobs/internships
- There is an Internship Guide – similar to what is on the website
- Express lane shift – quick 15 min appointments if they just want to review their resume or have quick questions
- Upcoming Events
  - Diversity Job and Internship Fair – March 6<sup>th</sup>
  - Just in Time Job Fair – May 9<sup>th</sup>
- Internship Search Workshop – TBD – thinking in February
- Lynda doing some outreach with employers
- If you have questions about internships feel free to contact Lynda ([lnicely@uwm.edu](mailto:lnicely@uwm.edu))
- ED Psych 101 – Planning Your Major & Career course – 2 cr, keep this in mind as you encounter undecided majors
- CDC: Major and Career Exploration, Resume and Cover Letter Reviewing, Mock Interview, Job and Internship Searching...229-4486 – located in Mellencamp 128
- Working to develop some resources for international internships
- Ada Walker – Employer Relations coordinator, they have resources if a company needs information about creating an internship at their organization

***What do you do with a DUAL? – Kim Omachinski, Heidi Vrankin Matera, Jen Singer and Larry Kuiper***

- Wanting to better communicate with us about dually admitted students
- Admissions – Jenn Singer – what is a DUAL?
  - Someone that has been admitted to the university but does not have the language proficiency (most common way ILT or TOEFL test scores to prove proficiency) – part of the Admissions requirement if their native language is not English (does not have to do with the English placement test...if admitted still have to do placement test)
- Allowed to do some academic classes, but must do ESL classes – usually only a handful of students
- How to identify these students?
  - PAWS Service Indicator – Positive Indicator – says Dual enrollment with ESL, put on their record when they are admitted, and is removed when they have corrected the deficiency
  - Student is automatically enrolled in the UWM courses – EXMURAL 204 is blocked on their schedule – another sign to you that this is a dually enrolled student
    - Both sections are automatically placed on their schedule, this gets them to come to their office and fill out the course registration form and pay the tuition deposit and they can give them permission to drop one of the sections
    - They could also have students meet with their academic advisor first before deciding which section to drop (or they can always contact their office if they need to switch the section)
- Enrollment Requirements
  - Half time IEP (Dual course equivalent to 6 credits and half time academic credits – 6 credits)
  - IEP enrollment required until pass TOEFL, IELTS or Dual course
    - The hope is that with this dual course that they won't have to take the TOEFL or IELTS
  - Requirement satisfied once they successfully pass the dual course or TOEFL – full time university enrollment (12 credits)
- Required DUAL course
  - Larry Kuiper – new director of ESL
  - Intensive English Non-credit
  - Academic Bridge for DUALS
  - Meets 4 days per week, in hybrid format; the 5<sup>th</sup> day (Friday) 2 hours of work = 10 hours a week of coursework
  - Does not award university credit
  - Focus on skills like academic reading, academic listening, note taking, interactive writing, presentational speaking and test taking (ESL courses already focus on the longer academic writing piece)

- For this course, they require a minimum level (like a B-); meeting a minimum level in all of the requirements (not just an average of the skills)
- This course is intended to complement ESL Writing courses (not replace them)
- Jeanie – will be contact person in the intensive English program
- When advising students, advise them based on knowing that they are lacking in English proficiency...a good idea would be to have them take the ESL Pic Test to have those be part of their 6 credits of university credits that is the first choice for classes
- Test scores for TOEFL's are in PAWS – could contact Jenn Singer if you need those scores or the ESL program to help you understand what the TOEFL scores mean to help advise them
- Have this group of presenters come to individual staff meetings to talk about ongoing situations with these students (Engineering and Business specifically)
- [iss@uwm.edu](mailto:iss@uwm.edu) or [esl@uwm.edu](mailto:esl@uwm.edu) – General contact e-mail addresses or can contact any of the staff presenting individually

## Campus Community Reports

- Student Success Center and Orientation Leadership Team
  - Orientation Updates : 5842 – send all students to that number for orientation questions
  - January 3<sup>rd</sup> – New Student Orientation, all advisors on NSO list should have been sent a schedule with locations...etc., contact Jessica Stein if you haven't gotten that info
  - Transfer and Adult Student Orientation – Jan 15<sup>th</sup>, meet and greet 12:30-1:30 (TR), 4:30-5PM(adult), looking for volunteers to work check-in, 11:30-1:30(TR), 3:30-5:30 for adult orientation
  - Hiring for First year mentors, summer orientation leaders, orientation staff, applications open until Feb. 11<sup>th</sup>
  - Nominations for Non Traditional Student Awards – e-mail went out to ACN, hope to have lots of people nominated
  - Colin Daly is working on getting a first year honors society up and running – will get a letter after the grade run in January
- LGBT Resource Center
  - Safe Space Trainers group pilot, on Jan 17<sup>th</sup> and have had plenty of volunteers
  - Pilot group first training in Feb and early March and will open it up later for more that want to become Safe Space Trainers
  - Waiting for approval from the oversight committee for branding of Proud Panther or Proud Ally
  - Drag show auditions – Jan 5<sup>th</sup>– will be having auditions to keep the show to a reasonable amount of time
  - Lavendar graduation – May 15<sup>th</sup> (December graduates can participate in this date as well)
  - LGBT Summer Camp – part of a recruitment initiative, for high school students

- Inclusive housing has been administrative approved – hoping to offer for Summer, but will be for Fall 2013
- Registrar's Office
  - Adding students to a waiting list – by checking the override the requisites won't actually get them into the class, they would need a permission number – will send out more info by e-mail
- PASS
  - Winterim tutoring – starting on Wed. Jan 2<sup>nd</sup>, most students looking for Math help so that will be walk-in tutoring (could do online also) – may have appointments if they need before/after hours
  - Some classes are only offered only as online tutoring, any questions: [pass@uwm.edu](mailto:pass@uwm.edu)
  - Should have received the e-mail about the MOOC from UW-LaCrosse that want to brush up on mail skills before taking the math placement test (Beth Warner sent out an e-mail about this to CAN) PASS will be providing some online tutors for that. Helpful for students that didn't have Math senior year or haven't had math in a while – free to students

Announcements:

Spring Brown Bag discussions focusing on first year student issues, connect student service providers with instructors/faculty – 2PM on Wed. Jan 30<sup>th</sup> is the first one, will be sending more info about this (Brian Hinshaw)

First Year Center – Jan 16<sup>th</sup> – will be offering a train the trainer (9-4 in the Zelazo – should be on MyDev) for Guaranteed 4.0

Testing Services: Last testing session – Wed. Jan 2<sup>nd</sup> (need to pay \$150 fee that day and do testing that day). Testing during all of winter break – do have one test this week on Wed.

January 16<sup>th</sup> – International Student Testing Day – signs them up for Math and they can do ESL Pic or English Placement Test

Athletics – Nicole McCoy wanted to thank everyone for filling out certification forms

Happy Holidays! ☺