

## **ACN Meeting Minutes**

### **February 21, 2012**

Members present: J. Aigner, R. Alioto, K. Barnes, S. Bednar, D. Borton, M. Buhrandt, S. Byrne Irwin, L. Carter, S. Casper, Y. Castellano, C. Clark, A. Corner, C. Daly, A. Datey, T. Deutsch, K. Duce, M. Fero, L. Fitzenberger, K. George, J. Hack, J. Hardy, N. Heinen, B. Hinshaw, S. Kaempfer, M. Knasinski, A. Kohl, K. Koncki, T. Latona, N. Malacrida, E. Maldonado, N. McCoy, C. Morris, M. Mountin, A. Northrup, D. Northrup, S. Perkins, E. Rolland, K. Roosevelt, A. Sadowsky, W. Scherer, M. Schmid, K. Spann, J. Spiess, L. Stark, G. Steinbrenner, D. Stewart, K. Swetzig, M. Torres, D. Unertl, R. Washington, C. Wolf, A. Wrench

#### *Enhancing Advising Updates – Aggie Northrup & Megan Schmid*

- Motivational Interviewing Professional Development Event on March 26<sup>th</sup> and 27<sup>th</sup> is already full, but there is a waiting list so people can add themselves to the waiting list. They are checking to see if they could switch the room to be able to accommodate more people
- Committee has discussed idea of having a freshman advising month to try and get freshman specifically to come in and see their advisors, thinking about the month of October, still working on this initiative
- Advising Brochure:
  - Completely redesign the brochure to focus more on expectations: what the advisor expects of the student and what the student can expect of the advisor; may even change the format from a tri-fold to being a sheet front and back
- Professional Development Brown Bags
  - Group working on reserving rooms to utilize the webinars ACN purchased from NACADA; the webinars have some handouts and then after the webinar there will be time for discussion
  - Planning to have once a month (March, April & May)
- DRO + DES Meet and Greet – March 20<sup>th</sup> from 10-11:30 after ACN Meeting in Union 191
  - Chance to meet the staff (since many of us work with the staff in those offices but haven't actually met the people) and thank them for their hard work as they are down some staff members
  - Will have some structure; and a free brunch will be served

#### *Panthersync – Tom Dake from Center for Student Involvement*

- Tom used to be in Student Activities (focus mainly on student organizations) but now they have restructured to be the Center for Student Involvement and will be creating a new student involvement guide
- Panthersync (previously referred to as OrgSync) uses an ePanther ID and password to log into the system
- The design of Panthersync is similar to the design of Facebook
- On the Community Home Page (default once logged in) there are upcoming events on campus, weather report, announcements...etc
  - There is a Frogs Test Group so if you would like individual training on using Panthersync you can contact Tom to set it up and will be using this test group
- On the left side of the page there are different tabs:
  - People: has administrators, members list, requests to join
  - Communication: can make e-mail lists, text messaging function recently enabled (if students list that as their preferred communication and provide a number), can send a

- welcome message to those recently joining group, and send messages to entire membership of the group
  - Events: Students can create calendar events and invite people to attend
  - Files: organizations can save files which will help with transitions for new officers in student organizations
- My Tools components
  - ePortfolio: an online portfolio that students can put a url address on grad school applications or job applications
  - can also extract the ePortfolio information as a PDF
- My Involvement
  - Tracks what organizations students have joined, how long they are in an org, what level of involvement (member, officer...)
  - This function keeps track of the things students have been involved in which will assist them in writing these out on a resume or including a co-curricular transcript
  - Students can add new entries as well, for example if they volunteer weekly at a soup kitchen they can include that information and they must include a contact person; then the Center for Student Involvement verifies the activity and it will also be listed on the system. This function can also be used with one-time events or student awards that are received
- Now that Panthersync has been around a little while, the Center for Student Involvement is working with the Career Development Center to promote utilizing this tool to students and will eventually be reaching out to career services in the specific colleges/schools.
- Also beginning conversations with Alumni Relations to see if this would be useful for alumni to have after graduation to see if they can still have access to ePortfolio (right now they will have access for the same amount of time their e-mail stays active after graduation).
- Upgrades usually done over the summer; contact Tom if you have any suggestions/ways to improve it or things that are missing (or if you are interested in having someone train you on using Panthersync).
- Login page: [panthersync.uwm.edu](http://panthersync.uwm.edu)

*First Year Living Requirement/Housing Updates - Matt Mountin*

- UWM has previously been exempt from the residency requirement enacted by the UW System because we didn't have enough beds to require it, but with having Cambridge Commons and Riverside, housing now can accommodate enough to enact the residency requirement
- The policy was originally enacted because of research showing the academic benefits of students living in housing. There are also social benefits in addition to the academic piece. It is based on a student success focus.
- UWM's First Year Living Requirement Policy
  - Assumes all first year students (under the age of 21) will be living on campus unless they request exemption
    - Reasons for exemption:
      - Commuting and living at home (with parent(s) or other relative(s))
      - Over 21
      - Veteran
      - Married
      - Has children
      - Appeal based on financial hardship

- There is an exemption form students complete; this form is used when they have not signed a contract yet (there will be a committee reviewing the exemptions – in some there may need to be a parent or relative that needs to sign off...)
- If a student has signed a contract but change their living situation (i.e. decide to commute from home) then they have to complete a cancellation form
- Process of information/mailings:
  - Once admitted students are mailed a welcome postcard that lists the first year resident requirement
  - Then students are sent a contract book
  - Then students are given access to the online contract – from the day they are e-mailed the contract they have 60 days to complete to contract (or complete an exemption form)
    - A reminder is sent when there are 30 days left; Housing is planning to work with the First Year Center on calling those students who have not completed a contract or exemption form yet
  - Late March they will get a mailing reminding them they have until **April 30<sup>th</sup>** to change their preferences for housing (living learning community, roommate...etc.)
  - **April 30<sup>th</sup>**: When contract/preferences and the **deposit** need to be in by
    - Deposit is \$300 (\$50 is non-refundable); if a student cancels by May 1<sup>st</sup> they will get \$250 of the \$300 back; if they cancel by July 1<sup>st</sup> they get \$150 back, and if it before September 1<sup>st</sup> they get \$50 back
  - May 1<sup>st</sup> is when the random lottery is run (it doesn't matter if you submit your contract early, everyone's that is in by April 30<sup>th</sup> is placed in the lottery)
  - Goes by availability – looks at what the student put as preferences in the contract and does it in order of the lottery
  - No appeal process unless there is a financial hardship
  - Room freeze for first 2 weeks of semester
- Other updates:
  - 5 new Living Learning Communities (Matt had handouts about the new LLC's); hoping to get 1,000 students in LLC's
  - Sandberg will also have a transfer community so transfer students can connect with one another
  - Housing assignments usually assigned by June 1<sup>st</sup> (all online just like the contracts)
  - For students requesting a specific roommate they need to make sure they both request each other by student ID #, and then they need to make sure all of their preferences match exactly (LLC preferences, room type...etc.)

### *Campus Community Reports*

- Enhancing Advising Subcommittee
  - Will send out a flyer about the DRO/DES Meet and Greet for March 20th
- Graduation/Retention Workgroup
  - Reminded everyone about the Access to Success event: Student Success and Developmental Math on February 29<sup>th</sup>; sign-up on my Dev
- Financial Aid
  - Reminder that if students are doing a complete withdrawal from this semester make sure they talk with a Financial Aid advisor if they are receiving aid because \$ may have to go back
  - If a student just drops below full-time it will just affect SAP, not actually mean they have to give \$ back
  - Encourage students to fill out the FAFSA for 12-13; priority deadline is March 1<sup>st</sup>
- Center for International Education

- AJ reminded everyone about the internship in Panama; information was sent out to the ACN list serv
- Yomarie introduced Mark Eckman, new Director of Study Abroad programs
- Study Abroad Application Deadlines:
  - March 1<sup>st</sup> for Fall and full academic year programs
  - March 15<sup>th</sup> for Summer programs
- LGBT Resource Center
  - State Superintendent's Conference on LGBT Youth-March 29, 2012 8:30 – 4:30PM at UWM (<http://www.gsaforsafeschools.com/>)
    - Contact Warren or Jen if interested in attending (there is a cost, but could have cost or some cost subsidized)
  - Save the Date – May 15<sup>th</sup> for Lavender Graduation and encourage any LGBTQI students you have to participate that will be graduating (or any that graduated December 2011)
- Orientation Leadership Team
  - NFO – New Freshman Orientation – name being changed to NSO – New Student Orientation to be more inclusive
  - There will be an NSO boot camp discussing what it takes to make these programs work
  - Overnight schedules should be coming out soon so each school/college can book computer labs for their students
- First Year Center –
  - Individual interviews beginning (Feb 21<sup>st</sup>) for Orientation Leaders and Mentors
  - Student Success Programming Calendar available for March – Colin brought stack for people to take with them
  - Keri reminded everyone that the Spring check-up in MAP Works is open now through March 11<sup>th</sup> (last survey of this semester) and to encourage students to take this survey
    - Early warnings should go into MAP Works the week after March 11<sup>th</sup>
  - Transfer and Adult Student Orientation – August 28<sup>th</sup> (set up will be similar to the January orientation)
  - For the LLC's they will be sending out targeted e-mails to students based on their majors; if a student decides they want to do an LLC after the April 30<sup>th</sup> deadline they will have to contact Keri Duce individually
  - First year courses (first year only discussion/lab sections – specifically in courses that students struggle with); proposal are due March 1<sup>st</sup>. Interested faculty should contact Ericca; the proposal form is on their website
- Panther Academic Support Services
  - Online tutoring is available for pretty much all of the classes PASS does tutoring for
- Department of Recruitment and Outreach
  - For the upcoming Preview Day – March 2<sup>nd</sup> is in collaboration with the Deaf and Hard of Hearing program so there will be more interpreters and equipment for accessibility for these students

### *Announcements*

- Academic Staff Committee – New/Relatively New Academic Staff Orientation on February 29<sup>th</sup> if you are not attending Access to Success
- Christine Wolf is on the transportation committee and left flyers about visitor parking options
  - Pavilion Garage on Edgewood and Downer - \$.85/hr
  - Union Garage on Kenwood and Prospect - \$1.25/hr
  - Metered spaces throughout campus

- Enrolled students with a current UWM ID may park at the NO PAY garage in the Northwest Quadrant on the corner of Hartford and Cramer
  - For more information contact Parking & Transit: 414-229-4000
- Brian Hinshaw had an announcement about a New Staff Welcome/Academic Staff Party
  - March 16<sup>th</sup> (Friday before Spring Break) 4:30-10PM
  - Von Trier (corner of Farwell and North)
  - Free food and cash bar
  - Bring a new colleague with you!
  - Register on my dev: <https://www4.uwm.edu/employeeev/longview.cfm?eventid=45207>
- Kelby Spann introduced Ashlie Kohl as a new staff member in the School of Social Welfare
- Inclusive Excellence Conference: Realigning for Inclusivity: Reframing Diversity at UWM from 9-3PM in the Union Wisconsin Room on March 2<sup>nd</sup>; register on my dev