

## ACN Meeting Minutes March 20, 2012

Members present: J. Aigner, K. Barnes, S. Byrne Irwin, A. Carreno, L. Carter, Y. Castellano, C. Clark, K. Cofarro, T. Current, T. Danner, A. Datey, J. DeRoche, T. Deutsch, K. Diener K. Duce, L. Fitzenberger, K. George, S. Gruzis, D. Gygi, J. Hack, B. Hinshaw, T. Jeske, S. Kaempfer, J. Klumpp, M. Knasinski, A. Kohl, A. Kowaliczko, S. Lake, T. Latona, N. McCoy, C. Morris, J. Murray, J. Nichols, L. Ori, K. Petsch, E. Rolland, K. Roosevelt, A. Sadowsky, M. Schmid, P. Schoessling, L. Sieckert, J. Spiess, L. Stark, J. Stein, D. Stewart, M. Torres, D. Unertl, D. Wallace, G. Wallander, E. Watkins, C. Wolf, J. Kline

### *New Student Orientation Updates – Keri Duce, Lori Sieckert, & Ericca Rolland*

- Handed out orientation schedules for the regular and overnight orientation schedules; also handed out the maximum # of students allowed for each orientation program date
- Lori handed out information on dates/times that each school/college needs to reserve computer labs and those should be sent to her by April 1<sup>st</sup>
- Orientation Boot Camp
  - They will be on April 26<sup>th</sup> from 1-3PM, May 1<sup>st</sup> from 9:30-11:30AM, and May 22<sup>nd</sup> from 9-11 AM (and there will be one after the advisor meeting on May 9<sup>th</sup> from 3-4:30PM). Sign-up for these will be on my Dev
  - Who should sign-up? Anyone that will interact with students and their families during NSO. The impression we make is important because some students don't finalize their decision to attend UWM until after orientation
  - Goal: Get staff familiar with the schedules and what is happening related to orientation; find out who your orientation leaders will be
- Placement Testing started this week
- The \$150 new student fee will be invoiced soon which means students will submit that and then be allowed to sign-up for NSO by around the 2<sup>nd</sup> week of April (the overnight orientation sign-ups are live now)
- Living Learning Communities – Keri will send out a list of everyone signed-up for an LLC and what course they should be in. She will try to send out a list each day of who will be coming that day for NSO that is in an LLC

### *Athletics Updates on Certification and Holds – Kelly Diener*

- Reminder of who works with each sport:
  - **Kelly Diener:** Women's Basketball, Men's Soccer, Women's Tennis, Men's Track and Field, Women's Volleyball
  - **Nicole McCoy:** Baseball, Women's Soccer, Men's and Women's Swimming and Diving, Women's Track and Field
  - **Chris Hill:** Men's Basketball
- Athletics Certification Forms – Two New Additions
  - Column added on far right: "Please indicate if a minimum grade is required or if the course is being repeated"
    - Examples to declare a Communication major a student needs a "B-" or better in Comm 101, 103 and 105 or to move on from Math 231 to Math 232 a student needs a "C" or better
  - Question 7: "Do you have reason to believe the student is no longer pursuing the degree indicated above (e.g. no degree credits, no communication)?"

- Example if student is in L&S but is taking mostly Business classes in the current semester, the advisor would check yes to this question and then Athletics would send another certification form to the School of Business to be completed for that student
  - Certification Timeline for Spring 2012 Forms:
    - April 2, Certification forms will be prepared by Athletics for each student-athlete
    - May 1, Athletics will distribute certification forms to advisors
    - May 11, A hold is placed on all registered student-athlete's PAWS accounts
    - May 23, Due date for Certification Forms
    - May 29, First day of Summer Session I
- (Contact Athletics if you would need the forms earlier than listed on the timeline)
- Holds
    - Athletics will also now be adding holds/service indicators to student athletes PAWS account
      - This doesn't mean that students are unable make changes but that they will have to speak with their academic advisor and/or Athletics advisor in order to make a change
    - Purpose/Goals:
      - Disallow unguided changes to student athlete schedules
      - Encourage advising and registration
      - Improve the certification process
      - Decrease the number of issues with degree completion
      - Increase graduation and retention rates
    - DES, Academic Advisors, Athletics Advisors & Athletics Compliance Officer will have the ability to lift the hold
      - Holds will be lifted prior to the week of registration for the next semester and put back onto a student account on the first day of exams for the current semester
      - If you meet with a student and remove the hold, after the change is made you can put the hold back on otherwise Athletics will be checking holds that have been lifted to reinstate the hold
  - Pre-Certification Process – Fall 2012 Semester
    - Towards the end of the Fall 2012 semester we will get 2 certification forms; one as normal for the Fall 2012 classes students are currently taking and then one for Spring 2013 of what the students are registered for at that point
      - Trying to take a proactive approach (if issues can make changes to Spring schedule still)
    - Timeline for Certification:
      - Fall Final Exams through the week before classes resume in January (roughly 5 weeks)
      - January 2013, certification for Fall 2012 and Spring 2013
      - May 2013, certification for Fall 2013
  - Athletics and New Student Orientation
    - Athletics will be meeting with new incoming student athletes during NSO (concurrent with the Honors meeting)
    - New mandatory course for student athletes, special sections of Ed Psych 101 (8 week course)
      - Study strategies, time management etc.

- Will provide student athletes with packet of information which will include practice schedules and competition reminders to help advisors assist students with when they cannot have class to accommodate their practice/competition schedules
- After NSO, Athletics will review their freshman student schedules to ensure there are no conflicts with practice times and then place the hold

*The Lubar EDGE – Kristin Roosevelt, Kristin George, Brian Hinshaw & Christine Wolf*

- Program is for a 4-year plan at a large university in a large business school
  - Idea developed after attending seminar on integrating/collaboration between advising and career services
    - Created a workgroup of advisors and career counselors to develop program
    - Created online and print EDGE material which were distributed at new student orientation and to new business students
  - Wanted to help increase graduation/retention
  - Help prepare students academically and professionally
  - Research on student engagement defines that it is important for students to connect career to their academics early on
  - No mandatory freshman seminar/advising so this program guide helps to get the important information to all business students
- Nuts and Bolts of the EDGE guide: 4 E's (each section divided by credits/standing); online copy can be found at: [lubar.uwm.edu/edge](http://lubar.uwm.edu/edge)
  - Explore – Freshman (0-23 credits)
    - Meeting with Academic Advisor for Focus on Freshman appointment, Meet with Career Advisor and First Year Mentor, begin preparing professional items such as resume, explore experiences to begin resume building process, monitor PAWS and e-mail...
  - Engage – Sophomore (24-55 credits)
    - Meet with advisor, research and choose major within Business, meet with career advisor to discuss first internship, obtain experiences to build professionalism/resume – volunteering, student organizations, investigate study abroad...
  - Enrich – Junior (56-85 credits)
    - Meet with advisor to verify you meet admissions requirements, update resume and have it critiqued by career counselor, attend Career Services events, take on leadership role in student org, connect with Business professionals, explore study abroad, research graduate and professional schools if interested, internship...
  - Embark – Senior (86 credits +)
    - Meet with advisor to be sure on track for graduation, complete grad checklist, refine resume, cover letter, and references with career counselor, develop plan for post graduation, attend Career Events – mock interviewing, etiquette...etc, begin job search process; attend job fair...
- Would eventually like to link this information for each year on each student's "To Do List" in PAWS and Degree Audit
- Assessment of the EDGE:
  - Survey sent to students in second week of classes
    - Distributed through email – with tracking
    - 149 students took the survey
    - Only 12% reported using the EDGE
    - 85% could see themselves using it in the future

- Also piloted Freshman EDGE Seminar
  - Many new freshman business students ended up on probation after their 1<sup>st</sup> semester – many of those students had placed into Math 95 so this seminar was targeting those students
  - Seminar was not for degree credit; so participation was voluntary. 20 students interested in the seminar but only 9 ended up participating in all of the sessions
  - There were 4 sessions – team taught by advisors:
    - Session 1 – What is College all about?
      - Ask students about why they chose business/why go to college – had brief essay; had PASS come talk about resources, time management and study skills
    - Session 2 – Expectations and Goal Setting
      - Had field trip to First Year Center
      - Focus on Freshmen Advising Piece
    - Session 3 – Your Career in Business begins NOW!
      - Career focused – talking with students about what jobs they have had and how to “package” those experiences, find out what questions students have related to careers
    - Session 4 – Where do we go from here? (Assessment)
      - Prep for finals, how you will move forward after this semester, discuss goal setting for future semesters
  - In addition to these sessions there were follow-up meeting with peer mentors
  - Overall the 9 students that participated were satisfied with the seminar and in comparison with the other student that had originally wanted to participate they had higher overall GPA’s and higher grades in Math 95
    - Did not take into account high school credentials when comparing the data
  - Moving forward they hope to link certain Math 95 sections with this seminar

### *Campus Community Reports*

- Enhancing Advising Subcommittee
  - DRO/DES Meet and Greet after the meeting
  - NACADA Webinar yesterday had 20-25 people
  - 2 more webinars this semester – one in April and one in May (check my Dev)
- Graduation/Retention Workgroup
  - Will be sending out MAP Works Assessment information on students who withdrew
- Financial Aid
  - In the process of developing a brochure we can give to students on SAP
  - Verification process – Fin Aid can no longer accept copies of taxes so students will have to get the tax return transcripts or download information from IRS into FAFSA (from electronic filing) – refer to Financial Aid office with questions
- Center for International Education
  - CIE Open House – Tuesday, March 27<sup>th</sup>
    - Balloon launch by fellows at 2:30PM
    - Open house 3-4:30PM on the 1<sup>st</sup> floor of Garland and Pearse
- Enrollment Services
  - If a student made the Dean’s List their name is automatically shared and put in the newspaper unless they have a FERPA to keep their information from being shared

- New process with Enrollment Appointments: previously were only assigned once, but will now be done on a rolling basis to accommodate those recently admitted students.
  - Transfer students will have to have their credits posted in order to get an enrollment appointment based on credits
  - Seth will be doing more information on this topic at the April meeting
- First Year Center –
  - Handed out programming calendar – the events for spring have been based on the spring check-up responses from MAP Works
- Panther Academic Support Services
  - 50 courses have SI Walk-in Review Sessions
    - A few adjustments have been made to the schedule because certain days/times had low attendance so students should check the PASS website to see if there are any new SI times that will fit in their schedule
    - Instructors of the SI courses will also announce the new walk-in times
- Department of Recruitment and Outreach
  - Jenny Nicholas is back and reported that we have some preview days coming up on March 30<sup>th</sup> and May 4<sup>th</sup>; camp-in April 22-23rd
  - As always if we will be doing any events with high school students be sure to let DRO know about our communication and if we need any recruitment materials

#### *Announcements*

- Kim Peach announced that starting Fall 2013 there will be changes to the English and Math GER Competencies
  - English Composition will change to Oral and Written Communication (OWC) Competency
    - Part A: Satisfied by a grade of “C” or higher in English 102 or an equivalent course or a suitable score on the English placement test
    - Part B: Satisfied by completing an approved advanced course with a significant written or oral communication component by students who have completed the Part A requirement
      - Courses may be offered in a variety of disciplines (for example within a student’s major); students are encouraged to select the course that matches their interests and helps them meet their degree requirements
  - Mathematical Skills will change to Quantitative Literacy (QL) Competency
    - Part A is satisfied by any of the following:
      - “C” or better in Math 103 (106), 105 or 175
      - A minimum of 2.5 credits with a grade of “C” or higher in an equivalent or higher level math course
      - A math placement code of 30 or higher on the Math Placement Test
    - It is recommended that Part A be completed within the first 60 credits earned
    - Part B is satisfied by completing at least one QL-B course (at least 3 credits) as decided by the major according to the guidelines below:
      - It is expected that a QL-A course is a pre-requisite for a QL-B course (however a course with a QL-A course as a prerequisite is not by definition a QL-B course)
      - To be certified as a QL-B course, a course must make significant use of quantitative tools in the context of the other course material and formally assess for proficiency in applying these quantitative tools

- ACN Co-Chair Positions (2) and Positions on the ACN Recognition Committee will be open and nominations for these positions should go to Jenny Hack. If you have questions about the positions also direct them to Warren Scherer or Jenny Hack. Elections will be done electronically and the winners of the election will be announced at the May meeting