

ACN Meeting Minutes October 16, 2012

Members present: T. Bandura, K. Barnes, M. Buhandt, S. Byrne Irwin, A. Cardos Whaley, A. Carreno, Y. Castellano, A. Corner, C. Daly, R. Daniel, K. Diener, J. Dvorak, K. Eiler, G. Estrada, M. Fero, J. Fields, R. Freer, K. George, N. Heinen, B. Hinshaw, J. Hutchings, T. Jeske, S. Kaempfer, K. Kinter, A. Kohl, T. Latona, A. Maldonado, K. Masshardt, I. McLaughlin, E. Melchior, J. Murray, J. Nichols, K. Raymond, K. Roosevelt, T. Rufer, A. Sadowsky, P. Schoessling, L. Sieckert, B. Smith, J. Spiess, L. Stark, J. Stein, D. Unertl, D. Vang, D. Wallace, G. Wallander, B. Williams, C. Wolf 48 total

Working with Students in Distress – Becky Freer & Rob Longwell-Grice, Dean of Students Office

- Situations our students can find themselves in, range from: homelessness, food insecurity, illness, medical emergencies, abuse, changes in behaviors (quality of assignments, participation, attendance), cheating, plagiarizing, violence, threats, crying, depression, suicide, emotional disconnects...
- Dean of Students Office (DOS) wants to partner with advisors to get a full picture of a student, for example a faculty member may contact them with a concern and in turn the DOS office may contact the student's advisor to see what their contact/observations are about the student
- What to do with a student in distress
 - Talk with the student and be a genuine listener
 - Acknowledge their concern and avoid judgment
 - Set limits – if something is out of your realm of expertise don't be afraid to refer the student to an appropriate person/resource
 - Ask the student questions to assess their intentions (What have you thought about doing? What's your plan? – this respects what the student has worked out for themselves and also helps to keep you from repeating information the student is already aware of)
 - Connect the student to resources
 - Look out for your own safety – can always request UWM PD office presence if you are concerned about meeting with a student
 - Don't promise confidentiality to the student (threats to self and others as well as abuse must be reported)
 - Still report any emergency to UWM PD at 9-911
 - Still refer students to Norris for counseling/walk student to Norris (x4716)
 - For Consultation and Reporting utilize the Dean of Students Office x4632 or dos@uwm.edu
 - DOS Office requested we use the reporting form found on www.care.uwm.edu if there is a situation/student you are concerned about (this doesn't mean there needs to be follow-up done with the student but this is a helpful way for the DOS office to track patterns)
- How the Dean of Students Office can help
 - Consult with faculty and staff about student behavior and legal ways to respond
 - Lead the Student Support Team (to discuss Students of Concern but wanted to rename it)
 - Student Support Team used to be known as the Behavior Review Team
 - Group includes members from: Dean of Students Office, Norris, University Housing, Student Success Center, SAC & some by invitation depending on the situation (could include advisors, faculty members...etc)

- Group meets weekly every Monday
 - Group identifies students in distress and coordinates appropriate interventions
 - Student support and advocacy
 - Assess potential threats
 - Respond to crises and emergencies
 - Grant medical tuition credits
 - Coordinate campus response to student deaths
 - Dean of Students also works with Student Conduct
 - Can be academic or non-academic
 - Guarantees “due process” for students
- Example of a student: Kurt. Advisor reported the student was continuously disruptive in their meetings to DOS office, the DOS contacted the student’s faculty members and found he was having similar problems in the classroom...found out the student was homeless and having medical issues so the DOS office worked with the student to connect them with resources and the since resolving/working on those issues the student has been doing well and has done a complete turn around
- The Dean of Students Office is located in Mellencamp 118, 414-229-4632, dos@uwm.edu and encouraged us to use the form at www.care.uwm.edu

ACN Awards Recognition Committee – Colin Daly

- There are 2 vacant spots on committee that will need to be filled. Anyone interested in nominating themselves or someone else to be on the committee should e-mail the committee chair, Jason Altmann (altmannj@uwm.edu). Nominations are due by October 31st and then there will be an online election
- The Award information will be updated to the ACN website. The award applications are due Friday, February 1st
- Last year it was a tough decision and the committee hopes it will be another tough decision because there will be a lot of great applicants again
- Previous winners are not eligible for the award

WiscAMP STEM Scholars Program – Jarett Fields

- Jarett is the Coordinator for a scholarship program for the STEM areas (which is now in the office of Global Inclusion and Engagement, 414-229-2768, Mitchell Hall 239)
- This program is to promote recruitment, retention and graduation of underrepresented students in the STEM fields through peer and faculty mentoring, tutoring, research opportunities, and professional activities
- Majors at UWM that qualify:
 - Lubar School of Business
 - Information Technology Management
 - Engineering and Applied Science
 - Civil Engineering, Computer Engineering, Computer Science, Electrical Engineering, Industrial Engineering, Materials Engineering, Mechanical Engineering
 - Letters and Science

- Actuarial Science, Applied Mathematics & Computer Science, Atmospheric Sciences, Biochemistry, Biological Sciences, Chemistry, Conservation & Environmental Science, Geosciences, Mathematical Sciences, Microbiology and Physics
 - Information Studies
 - Information Science and Technology
- Program is funded by 2 grants: WiscAMP grant and Growth Agenda grant
- Who can participate in the program?
 - WiscAMP grant – Students that are: African American, Latina, American Indian, Hawaiian Native or Pacific Islander, Alaskan Native
 - Southeast Asian students are not considered an underrepresented group for this grant
 - Growth agenda grant – this includes all groups listed above in addition to Southeast Asian students
 - Must have a 2.5 cumulative GPA
 - Must have intended or be declared in a STEM major program
- Groups participating:
 - URM STEM majors at all undergraduate levels
 - Tutors - URM STEM majors hired through PASS
 - **Still looking for an underrepresented STEM student to be a Chemistry tutor for this semester
 - Mentors – URM STEM majors hired through the First Year Center
 - Faculty - STEM faculty doing research, willing to mentor, or willing to partner with WiscAMP
- What are students in the program doing?
 - Students are grouped into cohorts of 5-6 students, each cohort is assigned one tutor and one mentor
 - Students are part of the Guaranteed 4.0 program
 - Students have mandatory weekly meetings with a set agenda to be covered
 - Students participate in research and internships as opportunities become available (if they meet the GPA to do so)
- Expectations
 - Attend all classes
 - Attend weekly mentor meetings
 - Attend tutoring sessions and professors' office hours as necessary
 - Math and Chemistry seem to be the most challenging areas for students here
 - Attend conferences and professional networking events
 - Maintain at least 2.5 cumulative GPA
- Why participate in the program?
 - Students can earn between \$1,000-\$1,500 per semester
 - Program is still accepting applications for the fall semester (the amount will be pro-rated)
 - Get involved in extracurricular activities within their STEM major
 - Enjoy multilevel academic support through mentoring and tutoring
 - Engage in research and/or professional opportunities

UWM LGBT+ Safe Space Training Updates – Jenn Murray & Dr. Brice Smith

- LGBT Resource Center is located in the Union. The office works to create an inclusive environment across the campus
 - They do class presentations, have a lending library, advise some student organizations (such as O-Stem) and do events/programming
- They are launching the next phase of the Safe Space Training
 - Creating Proud Panther (for those that have come out) and Proud Panther Pal (for those that have friends that have come out); working with university marketing to create these
 - Safe Spheres Program
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 - Will include LGBT 101 which they will add as an online training on myDev in November
 - Ally Development will be an in-person training (trainings will be in Nov, Dec & early Jan)
 - Also plan to send surveys to those that have done the Safe Space Training already
- Train the Trainers pilot program
 - Looking for volunteers - those that have already done the Ally Training
 - Want to incorporate this to be able to serve the larger campus community and include a peer based education model
 - Everyone would go through the same train the trainer session and then the LGBT resource center staff would work with individuals to tweak it for their office needs
 - Planning to do this before the 1st week of Spring classes in January
- Will be happy to come back and talk with us more about these changes/updates

Advisor Training and Development Manual – Sharon Kaempfer

- The current manual is on the ACN website: http://www4.uwm.edu/acad_aff/acn/
- It was created in 2003/2004 by a committee that included Sharon, Rachael Daniel & Kate Coffaro (other committee members have left UWM, retired...etc) and this manual was presented on at a WACADA conference back in 2004
- This is a document we should be sharing with new advisors
- ACN should create a committee to review this document to ensure it is up to date (all of the links work) and add any new information that should be included
 - Sharon suggested perhaps getting a Business – HR student involved in the project since this would be used for Advisor Training and Development
 - Another suggestion was made to include information about using PAWS – screens advisors utilize
- An idea was suggested that we have a yearly or bi-yearly Advising Orientation/Training to discuss how best practices for what we do
- The ACN leadership will send out an e-mail to see who would be interested in being on the committee to review this document and discuss advisor training on campus

Campus Community Reports

- Enhancing Advising
 - New advising brochures are available – Joel brought them for each school/college to pick up. If you need more brochures contact Aggie Northrup

- Student Success Center-
 - Colin said the mentors and student staff were great this year and they are starting planning for hiring next year's staff already. He said the students that were nominated by advisors/others on campus are quality students and hopes we will continue to nominate people for next year. The application and job descriptions are available online at: www.campus-ambassador.uwm.edu
- Orientation Leadership Team
 - January 3rd is the new freshmen orientation for the spring 2013 semester
 - January 15th is the transfer and returning adult student orientation
 - November 7th is the Orientation Team Advising Meeting
- Center for International Education
 - November 12-16th is International Education week so there will be events throughout the week as well as an international bazaar
- LGBT Resource Center
 - This week (Oct 15-19th) is Ally Week; Friday from 10-3PM in the Union Concourse there will be a table that allies can stop by to be visible allies to students
 - Milwaukee LGBT Film Festival is October 18-21st (arts.uwm.edu/lgbtfilm)
- PASS
 - Had first group of advisors/staff to do a training on using Blackboard Collaborate (online video conferencing system PASS uses for online tutoring)
 - There are a few more trainings in November – they are listed on myDev
 - Early Warning Systems have gone out – reminder that students can access tutoring services at any time throughout the semester – can go to the space in the library or in Bolton or go on the PASS website
- Department of Admissions and Recruitment
 - Open House is next weekend – Friday, October 26th from 9-4PM and Saturday, October 27th from 9-2PM; those working at open house are encouraged to wear school colors or Panther gear
 - Alberto wanted to recognize the hard work of the admissions recruiting staff during this time when recruiting is vital
 - Introduced Torry Rufer who is working with the Wisconsin Covenant program
 - WI Covenant group is working to form a student organization
 - Reminder to contact Alberto if you are interested in helping with the February event ACN was e-mailed about, working with prospective students
 - Virtual College Fairs – Oct 24th and 25th from 2PM – 8PM
 - If you want to be another voice answering questions from prospective students during these contact Alberto

Announcements:

- Congratulations to Joel Spiess, an advisor in Health Sciences, for receiving the New Professional of the Year Award from the Wisconsin College Personnel Association (WCPA). The award recognizes a dedicated professional who demonstrates creativity and innovation in their work and a passion for student development and student affairs
- City Year – Shadow Day- Kobena-Marcus Collins
 - City Year is a non-profit organization; there are 2 YouTube videos that give a general overview of City Year:

- <http://www.youtube.com/watch?v=LgQGd5EJJSw&feature=related>
 - <http://www.youtube.com/watch?v=1sZCdlc9BfQ&feature=related>
 - They are having a Shadow Day on October 30th
 - There are only 12 spots available for the Shadow Day (there will be a couple of other Shadow Days in the future; Kobena will be coming to the November ACN meeting to tell us more about the organization and those opportunities)
 - For 6 of the 12 spots, the students shadowing start at 12PM and actually travel on the city bus with City Year Corps Member; Other 6 spots meet at 2PM at the school
 - Students need to RSVP by October 25th to Zuleyka Rios at zrios@cityyear.org or call (414) 431-6814 for more details
 - For the Shadow Day, students get a tour of the school and observe the service that is happening (tutoring and interventions) and then they also are worked into the after school program so the experience lasts until about 6PM
 - For the City Year program they receive about 11,000 applications and about 2,500 people are actually accepted and serving in the program. (About 1 out of 5 get into the program)
- Honors College has new flyers which Shannon Byrne Irwin brought to the meeting. She requested you recycle any of the old Honors publications and use the new flyers. Contact her if you need more/want flyers for your office
- Networking Event sponsored by the New Academic Staff Committee – November 1st from 12-1PM.
 - Registration for the event is available on myDev
 - Free lunch is included and can get a UWM padfolio
 - Bring business cards with since this is a chance to network with people from across the campus
- School of Social Welfare has updates on their advising staff from Ashlie Schaffner (was Kohl)
 - Kelby Spann is now the official Director of Student Services
 - Amy Kirby works with students interested in the Master of Social Work program
 - Kate Masshardt is the new transfer advisor in the School of Social Welfare