

ACN Meeting Minutes

February 19, 2013

Members present: J. Anderson, T. Bandura, S. Byrne Irwin, Y. Castellano, P. Cobb, T. Current, C. Daly, R. Daniel, T. Danner, A. Datey, T. Deutsch, K. Eilers, M. Fero, K. George, S. Gosz, J. Hack, J. Hayes, N. Heinen, B. Hinshaw, J. Hutchings, S. Kaempfer, C. Kaye, J. Klumpp, M. Knasinski, N. Krubsack, J. Lockman, S. Lake, T. Latona, A. Lopez, N. Malacrida, K. Masshardt, H. Matera, E. Melchior, C. Morris, B. Mueller, J. Murray, D. Nothrup, E. Nytes, D. Patnode, S. Perkins, K. Pietsch, K. Powers, K. Raymond, E. Rolland, W. Scherer, P. Schoessling, J. Spiess, L. Stark, J. Stein, K. Steinbach, K. Swetzig, J. Thomson, D. Wallace, G. Wallander, B. Warner, R. Washington, B. Williams, C. Wolf, A. Wrench, S. Zlotocha
60 total

Academic Advisement Report (AAR) – Rachael Daniel

- AAR – Rachael sent out instructions to ACN on how to get to the AAR and how to print it off and do the what if report; also how to set your default to use the AAR
- Latest version came out in November of the AAR
- Want people to start using the AAR with students...eventually the old degree audit will not be supported by PeopleSoft
- We can give feedback on how the printed report looks – not satisfied should be bold/red
- In progress courses are counted – so if it a repeat course, it automatically replaces in the GPA
- They have discussed making a report we would have access to one without in progress courses so we can have the GPA
- There have been discrepancies on who has access to the what if reports – want to make sure everyone has access that should – also sent information on how to run what-if reports
- Let Rachael know if we have feedback/questions: rdaniel@uwm.edu

Registrar's Office Updates – Beth Warner

- Registrar's Office is part of the Office of Enrollment Management, which is now housed within Student Affairs (previously in academic affairs)
 - Previously was Department of Enrollment Services units:
 - Records, Grades & Graduation
 - Registration & Fees
 - Information Center
 - Testing Center
 - Administrative Support
 - Transfer Credit Evaluation & Reporting*
 - Senior & Disabled Audit Program Support*

- Undergraduate Admissions Processing is now within Admissions and Recruitment but transfer credit processing and senior auditing is within the Registrar's Office
- 4 Primary Areas of the Registrar's Office
 - Administrative Support
 - Curricular and Faculty Services
 - Records and Student Affairs
 - Testing Services
- Administrative Support
 - Continues to provide budgetary and personnel support but also includes PAWS integration, transfer credit audit and RO front desk reception responsibilities
- Curricular and Faculty Functions
 - Continues to include these responsibilities:
 - Curricular oversight including Course Catalog, curricular area codes, Schedule of Classes development
 - Classroom scheduling and assignment
 - Registration/enrollment activities (e.g. enrollment appointments, class requisites, class permissions, special programs, etc.)
 - Post-term enrollment processing
 - Fee correction
 - New responsibilities:
 - AAR/Degree Audit
 - Faculty grade entry
 - GER's
 - Transfer credit equivalency determination and reporting
- Records and Student Services
 - Continues to include these responsibilities:
 - Graduation clearance and degree posting
 - Diploma/transcript ordering, mailing and replacement
 - Academic record creation, maintenance and disposal (including academic standing & dismissal)
 - NCAA Eligibility Certification
 - Transcript order processing & fulfillment
 - Enrollment and degree reporting and verification
 - PantherCard issuance
 - Registration/enrollment processing (class adds, drops, swaps)
 - Withdrawal processing
 - Student record data changes
 - New Responsibilities:
 - Customer service, admission and enrollment of senior and disabled auditors

- Transfer credit evaluation, entry posting & auditing – this crosses all areas of the Registrar’s office to get these done in a timely fashion
 - Faculty grade changes* - initial entry goes through Curricular and Faculty functions, but a change that affects a student’s record goes through here
- Testing & Administrative Services
 - Placement and national testing
 - Faculty exam and evaluation processing and other assessment support
- They are looking to create a structure that supports the campus needs and looking towards the future of the office
- Transfer Credit Processing
 - The RO has responsibility for evaluating, entering, posting and auditing all *post-secondary* transcripts submitted with a student’s application as well as Advanced Placement and CLEP exam, International Baccalaureate, military, departmental exam, and retroactive foreign language credits – they post the credits but Admissions will be the one receiving the transcripts and scores
 - Primary goal is to more efficiently post the transfer work and do it accurately
 - Deal with anything that will result in transfer credit (anything that deals with high school transcripts...is still within Admissions)
 - AP Scores are sent through admissions and they are listed in PAWS and then the Registrar’s office posts the AP credits to their records
 - Admissions look at all credits to make admissions decisions
 - Second degree students the transcripts come from Admissions
 - If you want to know if a transcript was received, we should contact admissions
 - Once Admissions has loaded the information – that all of the transcripts have been received, and once the student is admitted, they send the information to the RO Credit Review queue – they want to make sure they are doing all school transfer credit at one time
 - Within a day those records are moved from RO Credit Review queue – then they are moved to 2 queues – is this an automatic evaluation (UW Schools...tech schools in WI) or is this a manual evaluation
 - Then the credits get posted and it goes through an auditor to catch any mistakes...the records get posted and there is someone reviewing them but does not hold up the posting process
 - RO goal is within 10 days within date of admission to have transfer credit posted
 - Students that have courses in progress should send that in and resend the transcript with the completed in progress courses, if they wait they won’t get an admissions decision – if they don’t send in the transcript they can’t be admitted
 - For example for spring transfer students, they have to get everything to Admissions by Dec. deadline except for the transcript with IP courses
 - Timely processing of transfer credit means that:

- Fewer students should lack transfer credit on their records when meeting with an advisor;
 - Fewer students should need pre-req waivers as registration approaches;
 - Student's admitted prior to enrollment appointments being assigned should have accurate registration priority
 - Students should be able to make better decisions about what classes they need to take going forward
- If there are questions about a transfer evaluation, the best way to reach their office is to use the Contact Registrar's Office, contactro.uwm.edu – goal is to respond within 24 hours, many people have access to it. If you absolutely need to speak with someone, if you dial 3800, hit 1, and then 1 you will get through to talk with a specialist/live person
- All Registration forms are on one site - roforms.uwm.edu
- Regcalendar.uwm.edu – has add/drop deadlines and fees
- Rocalendar.uwm.edu – has important deadlines
- Upcoming initiatives
 - Have been trying to build transfer equivalency rules behind the scenes even for schools we don't have as many transfer students from
 - Want to have an option for advisors and students to have a web interface to access the transfer equivalencies for current and prospective students
 - U-Select/Transfer Plans implementation in partnership with UW System staff
 - Partnering with colleagues in Bursar's Office, Financial Aid, Student Success Center, University Marketing & Communication and Student Affairs IT to deliver a One Stop web presence for current students
 - Exploration of mechanisms by which we can reduce reliance on paper Registration Change Forms
 - And any ideas you have for how RO can help make your lives easier...

New Student Orientation Updates – Ericca Rolland and Colin Daly

- Will e-mail handouts to ACN group – one has a flow chart of how students sign up for New Student Orientation and the other is FAQ on New Student Orientation
- Change in matriculation process for incoming first year students
 - Many students had not completed the exemption process for housing by the start of classes
 - Major change is that students need to fill out the housing contract and pay their fee or complete the exemption form before they are able to register for NSO
 - Were 2 deferment forms last year, those have been combined into one form
 - If you need additional copies of forms or special circumstances, you can contact Jessica Stein if there are issues with paying the fee as well

- Financial Aid can talk with students about the deferment (for the student fee); financial aid does not reach out, the student has to reach out to financial aid – if they are Pell eligible they could qualify for a deferment based on their financial need
- We want to work with students to get them through the process earlier, the later they do these things and register there is generally a decrease in retention rates
- Now have overnight orientations – we get more time with the students, more individualized attention
- March 7th – on myDev – if there are idea to better structure registration time...if you know of models from other larger institutions, Link to registration:
<https://www4.uwm.edu/employeedev/longview.cfm?eventid=48385>
- Keep orientation dates private but will send out to ACN the dates (not every school/college at each date – don't want students to think they can come for any of the options)
- Students do not have to make a housing decision in order to do placement testing...you need both to sign up for orientation – do not have to be done a particular order
- Still having June 23rd and 24th Testing and NSO – for any student that lives 2 hours or more away, it highlights this option to do one trip to campus – be sure to let them know that this is an option; still the same amount of time for the program – NSOvernight.edu is the only one that can be signed up for now – have about 15 already signed up
- Working on major changes to Transfer and Adult Student Orientation in the future...for right now 3 large scale TASO and some smaller programs
- If not on NSO advisor list serv, e-mail Jessica Stein if you would like to be on there (jstein@uwm.edu)

Updates and Discussion on GER Changes – Kim Pietsch

- Revamp of GER courses that was on the Schedule of Classes, instead of being part of the PDF of policies, it will have its own link below the Policies PDF – we can give Kim feedback on the document
- & for cultural diversity will be CD on the Schedule of Classes – didn't make it into the catalog but it is on the Schedule of Classes
- For Fall 2013 schedule of classes, for the online search – on the Advanced Search – improvements made for the Oral and Written Communication Part B....the new English and Math pieces added
- Philos 211 was approved as a Quantitative Literacy Part B
- Looking at expanding the GER website to be more helpful for faculty if they want their course to count for GER credit and for us to use for information...Kim would like our feedback
- Wants to know what is best for her to continue to keep this conversation going – holding open sessions 1-2 times a year, coming to ACN 1-2 times a year...e-mail peach@uwm.edu – sounds like having her come to ACN may be the easiest option

- GER Part B – Kim wanted to know if we would like a physical list that has the courses that count in each requirement – it sounds like that is something she will create

Campus Community Reports

- Enhancing Advising Subcommittee
 - International Student Roundtable on March 5th, still a few seats open
 - 3 webinars this semester – Aggie Northrup e-mailed ACN about them, they are listed on myDev
- Advisor Manual Workgroup
 - if anyone else is interested, they can contact Pam Schoessling or Aparna, if you have any input, contact them
 - what are things that could be part of this training manual
 - a group will work on updating the links
- Student Success Center (SSS)
 - Hiring mentors/orientation staff is taking place, should be done by spring break
- Center for International Education (CIE)
 - Upcoming application deadlines–
 - March 1st for Fall 2013 programs
 - March 15th for summer programs
- LGBT Resource Center
 - Lavender graduation flyers for us – Save the Date – May 15th - for any student that graduated in Dec 2012 or graduating in May 2013, we should encourage them to attend if they identify as LGBT+, they are inviting all of the academic deans
 - Annual drag show on Sat. 2/23/13 at 7:30PM (get there early to get a seat)
 - Inclusive Housing – CBS 58 doing a story this week – inclusive-housing@uwm.edu, an option being launched for Fall 2013; people opt in or self select to this option
- Registrar's Office –
 - Advanced Search on the online Schedule of Classes – have added in a search function for upper level vs lower level classes: undergrad basic = 100 and 200 level classes, undergrad advanced = 300+
- PASS
 - Hired about 6-10 new tutors since the semester began to meet student needs, still have open tutoring spots, getting busier with review sessions with exams coming up, online tutoring getting going
- Admissions – Tawny will be working with second degree and transfer students

Announcements:

- Academic Staff Orientation Committee – Winter Meet and Eat on Tuesday, February 26 from 3-4:40PM – sign up on myDev

- Brian Hinshaw described a series of brown bag discussions on the first year experience – targeting faculty and staff that work with first year students; The goal of this informal group is to discuss trends and best practices with our current first year student population. First one is on February 28th at 2PM. You can register on myDev
- Christine Wolf put a last call out for ACN Award – happy to continue accepting nominations through Wednesday 2/20 - cawolf@uwm.edu
- Joel Spiess – thanked everyone for help with Exploring Majors Fair (had just about 350 students); sent out a survey to those that helped – e-mail him if you didn't get the survey to give feedback on what went well for the event and improvements for the future
- Bill Mueller – new Health Science advisor from Concordia University
- Diversity Job and Internship fair – 10 -3PM on March 6th in the Ballroom
 - From 10-11 there is an Employer Panel, after that the fair begins
 - Yomarie will send out an e-mail soliciting volunteers...and help promote the event
 - SAC office is also setting up a training for those with disabilities on working with employers on Feb. 27th and 28th – contact Jason Anderson
 - Other events leading up to the fair on the Diversity Job Fairs flyer
 - International Career Resume Walk-in Hours: Wed. Feb 20th from 1-4PM, Garland 104
 - LinkedIn 101: Mon. Feb 25th from 4-5PM, Lubar N440
 - Translating ERI (Experience – Resume – Interview): Thurs. Feb 28th from 12-1PM in the Inclusive Excellence Center & Mon. March 4th from 1-2PM in UWM Union W198
 - Preparing for the Diversity Job and Internship Fair: Thurs Feb 21st from 11-12PM in Union 250 & Tues. March 5th from 5-6PM in Union 191