

## **ACN Meeting Minutes**

### **September 17, 2013**

Members present: J. Anderson, K. Barnes, S. Bednar, C. Breither, M. Buhardt, S. Byrne Irwin, M. Camacho, A. Cardos Whaley, Y. Castellano, C. Clark, S. Conway, T. Current, C. Daly, R. Daniel, T. Danner, A. Datey, K. Diener, K. Eilers, M. Fero, R. Freer, L. Fuller, S. Gruzis, J. Hack, J. Hardy, J. Hayes, N. Heinen, B. Hinshaw, J. Hutchings, S. Kaempfer, J. Kiefer, M. Kirchner, J. Klumpp, A. Kowaliczko, J. Lockman, A. Lopez, W. Luljak, K. Masshardt, S. McCarthy, N. McCoy, I. McLaughlin, L. Molina, A. Northrup, D. Nothrup, R. Olsen, S. Perkins, K. Pietsch, C. Rasavong, K. Roosevelt, A. Sadowsky, W. Scherer, P. Schoessling, J. Spiess, L. Stark, J. Stein, D. Unertl, D. Wallace, G. Wallander, R. Washington, B. Williams, A. Willis, C. Wolf, P. Xiong, S. Zlotocha  
64 total

#### ***Welcome and introductions***

- Congratulations to Kristin George and baby Harrison!! Mom and baby are doing well.

#### ***Advising for the Lawton Award Initiative – Ericca Pollack & Warren Scherer***

- No longer a grant – now a scholarship for WI students of the following heritages: African-American, American Indian, Latino, and South-East Asian
- Students were notified of the changes
- About 1,100 students are recipients
- Must be full-time students
- Required to meet with advisor 1 x per semester – must complete a specific form together which the student will provide
- Assigned a mentor – meet monthly
- Soph/Jr/Sr/transfer eligible – 2.25 minimum GPA – considering having higher award for higher GPA
- Goal – get students involved, focus on PRIDE message, get points for completed items
- Students must create an E-Portfolio each semester showing how they embraced the PRIDE message
- Students are encouraged to set up their appointments early ☺
- Some students seem overwhelmed by the list of options, they were viewing it as checklist when it is more a menu of options
- Question – Do the same rules apply for upper classmen/women? Answer – Yes, but the involvement is a bit different, focus on PRIDE message, but looking at Grad applications or job search
- Since this is new – Ericca and Warren appreciate feedback
- Handouts available – scanned and attached

### ***Updates on GER Changes – Kim Pietsch***

- Oral and Written Communication (OWC) Competency and Quantitative Literacy Competency (QL) GER Requirements for Part B
  - Handout with currently approved courses (will send an email with the list)
  - List is currently small – encourage staff to submit existing courses for approval!
  - Better course selection expected within a year
  - Rolling deadline for course submission – since no deadline – we can help encourage and push faculty to submit courses in a timely manner
  - Process to approve courses through APCC – criteria on APCC website – Contact Kim Pietsch at [peach@uwm.edu](mailto:peach@uwm.edu) if someone is interested
  - Will be required of all new entering freshmen, and any transfer students who come to UWM in the future, but who also start college during the Fall 2013 term or later.
  - If courses are approved at a later time, they cannot be retroactively approved for GER Part B credit.
- GER Website revision - Welcomes suggestions – what you would like – what students would like.
- Questions/Comments
  - Discussion – should courses be on the website – decision – currently not posting to avoid confusion since approved courses are still being added
  - Since not retroactive – can Schools/Colleges take action to make courses retroactive – Kim suggested they may have to file an official appeal (**appeal process will be addressed in a meeting later this semester!**)
  - Concern of fairness if department is not quick to get it's courses approved
  - Advisors appreciate the addition of milestones completed on transcripts
  - Has this been presented to the Deans - Yes
  - Is this on the Faculty Senate Agenda – not certain
  - Business Stats is not currently on the list – in discussion

### ***Advisor Training Manual Workgroup update- Pam Schoessling, Aparna Datey, Brian Williams, Megan Buhrandt***

- Committee worked the last year to make updates! THANK YOU!!
- New Updated Manual Available on CAN website: [http://www4.uwm.edu/acad\\_aff/acn/](http://www4.uwm.edu/acad_aff/acn/)
- Under Advisor Training at the bottom of the page
- Megan and Brian are staying on to keep the manual updated!
- Use this as a resource/starting point for questions
- Searchable document – CTR F to search
- Table of contents – gives general overview

- This is Big Picture Level – (Schools/Colleges have different policies so check for your department specific policies)
- You can book mark this and use it as a resource
- Can print if preferred, but most updated version will be online.
- Email Brian and Megan if suggestions, things to add or problems!
- Please spread the word that this resource is available!

### ***Technology Update – Wendy Luljak***

- Powerpoint with NEW information!
  - Highlights: Pantherprint – Student download an app to their computer and can print on campus to any print station Pantherprint.uwm.edu
  - All PantherFile quotas have been increased to 5G – students and staff! Pantherfile.uwm.edu
  - Student Express Workshops – learning techniques
    - helps students learn to use programs, word, powerpoint, excel
    - 1 hour – hands on – in lab – use homework-type assignment
    - \$6 for each session
  - D2L – Online videos – 1- 3 minutes on demand! LearnTechNow.uwm.edu
  - NEW – ePanther ID Password Parameters
    - 10-32 characters
    - “Pass-Phrase” acceptable
    - no need to change current password, but if you DO change will need to follow new requirements
    - ePanther.uwm.edu
  - Mitchell now has WIFI! Next Music, then Theater, then SARUP – looking for largest impact classroom wise!
    - if students move from a building with WiFi to one without – should have automatic switch to ProwlNet – see Help desk if issues
  - Tech Store now accepts Panther Gold Card for payment
  - Tech Store is selling Microsoft 365
  - Free anti virus software on campus – antivirus.uwm.edu (download)
  - Bolton 210 – Tech repair – free virus removal 2 x per semester for students
  - Software – up to 85% off through wiscsoftware.wisc.edu – for staff/faculty too!
  - Survey instrument available for students and staff – create/save/edit/collect/analyze data – surveyinstrument.uwm.edu
  - ePanther short course – 1-3 hours – FREE – check it out!
  - Student Technology Guide available on web – also paper copies available from Wendy if you need some!
  - Help spread the word about the updates! It helps us work better!

- Help Desk – if issues – CALL 7am – midnight 7 days a week – don't just ask others – priority for repair based on the number of contacts!
  - 414-229-4040
  - 877-381-3459
  - GetTechHelp.uwm.edu

***Student Accessibility Center – now Accessibility Resource Center – Jean Salzer***

- Jean loves ACN meetings ☺
- Officially approved name change to more aptly describe their mission!
- Old website sac.uwm.edu still active, new website in the works arc.uwm.edu
- They work with students to discuss their disability and how it affects them in class, with testing, homework etc. for any regularly admitted students
- Mitchell 112 is the main office
- Staff and areas of expertise
  - Barbara Simon, LD, ADHD, Autism Spectrum Disorders
  - Ann Kowaliczko, LD, ADHD, Traumatic Brain Injuries
  - Jon Broskowski, Psychological and Chronic Health Issues
  - Jason Anderson, D/HH, Mobility or Physical disabilities
  - Jean Salzer, B/VI and Alternative Textbooks
- If advising students and they are having issues with exams or other things – it could be supported through ARC – also use Norris and PASS depending on the issues!
- REMEMBER TO REFER students – If student mentions they had an IEP or 504 plan or tested in the Resource Center in High school it indicates they had accommodations in high school and may need them at UWM. It is common for students NOT to seek accommodations at college
- If student has an unidentified issue – please refer! ARC has services to get students tested!
- **Last, but not least, Jean needs more volunteers for Alternative Textbooks! It's fun, not complicated, and Jean gives away free candy!! Contact her at jeano@uwm.edu**

**Campus Community Reports**

- Enhancing Advising
  - Aggie Northrup and Tina Current are stepping down as co-chairs
  - New chairs are needed – announcement to come
  - 2 year commitment
  - No big initiatives – updating brochure, seeking professional development opportunities
  - Deadline for nominations will be September 27
- Center for International Education
  - Study Abroad applications open now for Spring 2014 and Winterim 2014

- If students have questions come to Pearse 166
  - Academic Recommendation – only for Teaching staff who have had a student in class and can speak to academic abilities, Advisor Conference Form – typically what ACN members will see.
  - Advisor Conference Form requests may come to you!
    - Students should contact you for appointment before sending form
    - Meeting designed so you will know student will be gone and you have the opportunity to discuss their courses with them
  - CIE Academic Programs welcomes Christine Wolf to her new role as Advisor!
- Financial Aid
  - No attendees – we think they might be busy.
- LGBT+ Resource Center
  - Fall Welcome Back Reception – 9/18 Union Fireside Lounge 5:30 – 7pm – Dessert theme! There will be a chocolate fountain! Celebrating 11 sweet years on campus!
  - New LLC is going well – 14 students enrolled. There is still space, so students can switch in if they want! Contact Cameron at [breither@uwm.edu](mailto:breither@uwm.edu)
  - Safe Space training much more frequent – 1 or 2 x per week thanks to new Grad Student Project Manager! Check MyDev for registration. There are also 101 and Ally development events.
  - PAWS name change We're currently working on finding out how we can allow students to put a name other than their legal name on PAWS and D2L. Right now the function is not available. Students CAN currently change their name in PantherLink (tutorial is on our website under Trans\* or Support). Student should contact Cameron if they are interested or need more information.
- Women's Resource Center
  - September 17, 2013 – 5:30 – 7:30pm – Welcoming Women Grad Students at the Fireside Lounge
  - Sunday, September 29, 3pm – 5pm – Build your own Ice Cream Sundae in the Fireside Lounge for Students who are parents
  - Tuesday, October 1, 6pm – 8pm Latina Reception in the Fireside Lounge
  - Wednesdays this semester – Sister Talk/Intersections film series Bolton 196 1pm – 3pm Alternating weeks peer support discussions and films. Students can stop in at any time don't need to come to the series!
- Orientation Leadership
  - Starting up again!
  - Summer went well – feedback students felt more connected to university with the overnights
  - Spring orientation – January 16
  - Survey went out to NSO advisor listserv – please complete survey!

- TASO – Spring date – January 14
- 5 Summer TASOs – compiling feedback now
- Outstanding Non-Traditional Student Reception – November 6 – more details to come
- Student Success Center
  - MAPWORKS
    - Opens Wednesday!
    - Early warnings in Mapworks – they are presenting at department meetings
  - LLC Recruitment for Fall 2014 is beginning – if you are interested in developing an LLC please contact Keri Duce!
- Registrar's office
  - Revision to repeat policy – coming soon! Will be up for Senate Discussion – new policy will be to go to department where course is offered rather than advisor for approval. More to come!
  - Math course – closing capacity before classes causes students to have to get department or instructor approval to add/drop to make sure they have prereqs.
    - Discussion – was confusing for students, advisors and departments this fall – opening the door for more discussions and possibly more changes in the future – Goal – better dissemination of information
    - Chemistry using a similar process
  - If student is currently enrolled in prereq – they can conditionally enroll in the course. After grades are posted the Post Enrollment Requisite Checking (PERC) system automatically checks to see if prereqs met.
- PASS
  - Lots of students are registering this fall! Busy! Thanks!
  - Encourage students to continue registering!
- DAR
  - New Director Brian Troyer (troyerb@uwm.edu)
  - Possible new Priority Admission Deadline March 1! Still says July 1 on much of printed material, so soft roll out! Coincides with FAFSA priority deadline!!

### **Announcements**

- WACADA Conference is September 26 and 27! Still need volunteers! Contact Christine Wolf or Kristin Roosevelt if you are interested
- Blood drive was today in the Union 9am – 5pm
- Shannon Byrne-Irwin from Honors - Honors has welcomed a very large freshman class this year! With Shannon Byrne Irwin going on Family Leave soon, Honors is making a concentrated push to see students earlier than usual--but only after they have met with their School/College advisors. It would be much appreciated if

advisors across campus could prepare Honors students for spring registration as soon as possible. Thanks!

- Mike Kirchner – MAVRC – Union WG99 – come visit! Also openings in office and volunteer offerings! Contact Mike if questions!