

## **ACN Meeting Minutes**

**November 18, 2014**

Members present: K. Barnes, A. Berman, L. Blaska, M. Buhrandt, S. Casper, S. Conway, G. Cooper-Sperber, C. Daly, A. Datey, K. Diener, K. Eilers, K. George, J. Hardy, N. Heinen, B. Hinshaw, A. Hirschman, T. Jeske, D. Johnson, T. Jones, M. Knasinski, K. Korinek, A. Lopez, K. Masshardt, T. McGhee, I. McLaughlin, B. Mueller, J. Murray, O. Navarro, C. Pahl, C. Parks, S. Perkins, C. Rasavong, A. Schaffner, P. Schoessling, L. Sieckert, D. Stewart, K. Stolzman, S. Terry, J. Walker, B. Williams, C. Wolf, A. Wrench

**Total: 42**

**WELCOME!**

### **ACN Public Relations Update – Gary Cooper-Sperber**

Thank you for your votes! Being the first ever Public Relations Coordinator is intimidating, but I am up for the challenge!

News:

- **Panther Family News** - Academic articles collaborating with Keri Duce and UWM Media External relations
  - Monthly newsletter which goes out to families
  - Contact Gary if you are interested in submitting ideas to write for the article or if you would like to collaborate on an article.
  - You can get on the mailing list, contact Keri Duce
- **Website update in process!**
  - We will be moving from old ACN website to a new one using WordPress
  - We are waiting for UITS approval for a new page
  - Expect the transition may be a bit messy
    - Academic Affairs is eliminating our site as part of the university redesign
    - We hope to have the new site going as soon as possible
    - In the meantime, we will continue to update the old site

### **Admissions Operations: What's up with that? – Katie Stolzman**

- Introduction: Associate Director in Office of Undergraduate Admissions (new role in office)
  - Her role: Oversees staff who make admission decisions
  - Her background: Was in Peck – then prior to that admissions for 5 years

- Idea for presentation came from: What's up with that – Morgan Freeman – [http://youtu.be/cLuy\\_Ilg7FY](http://youtu.be/cLuy_Ilg7FY)
- **#1 goal – be the office on campus providing best customer services on campus**
  - They touch every student
  - Usually when they interact it is because something went wrong – their opportunity to retain/yield and help the student
  - Please let Katie know if you are not getting the best customer service
- **How are they doing?**
  - Administered survey – 90 replies
  - Realized office doesn't answer phone as often as they should
  - Changes
    - Have alphabetical breakdown for contact people
    - BUT we can call anyone on the staff at any time.
- **ImageNow - paperless system campus uses to save and review applications**
  - Begins the Student Record
  - System allows you access transcripts
    - If you don't have it, and want it, contact Katie
    - Must be FERPA Trained
  - Flexibility for using system for other purposes for advisors but not available for everyone and all purposes
  - If advisor needs a document to create a student file
    - Suggest making a PDF of ImageNow file
    - Save in local area to create file
- **Transfer student update**
  - May now apply with 2 semesters of courses "In Progress"
  - Admitting for Fall 2015 even without Spring transcript
    - Must still submit Spring transcript when completed
  - So far 115 students are taking advantage of this option
    - Department has extensive communication plans with transfer students
      - Postcard in December
      - Extensive email campaign in January
      - Realize the benefits of sending information early
- **They also hire Campus Ambassadors! Process going on now!**
- **Departmental Breakdown**
  - Admissions: degree seekers, residency, auditors, non-degree
  - Registrar: credit evaluation, questions re: accreditation

## Athletics Form Update: Kelly Diener and Jessica Kumke

- Kelly brought every school's athletic forms, and passed them out to department representatives if they were at the meeting.
- Jessica Kumke – Progress Towards Degree (PTD)
  - **Brief overview NCAA requirements** (Bylaws listed on PowerPoint)
    - Credit hour requirement
    - Percentage of degree requirement
    - GPA requirement
  - **Covering first 2** – GPA requirement for NCAA is less than UWM so they don't really worry
    - Move SA toward graduation within 5 years of enrollment
    - Ensure functioning as SA each year
    - Exceptions and waivers are available
  - **Credit hours (6/18/24 rule)**
    - Must earn 6 hours academic credit – (Have to be full time though)
    - Must earn 18 credits between fall and spring (no winterim and no summer count)
    - 24 hour rule – freshman only – must have completed at end of the year – can use summer prior and after – can also use AP credit
    - Remedial courses – can only count 6 credits towards requirement – and only in first academic year
      - Cannot be counted for degree so no toward degree credit count
  - **Percentage of degree requirement** (how much of required work is complete)
    - Based on SAs full time term of enrollment
      - Entering 3<sup>rd</sup> year – 40%
      - Entering 4<sup>th</sup> year – 60
      - Entering 5<sup>th</sup> year – 80
    - Expect degree completion at end of 5<sup>th</sup> year at least
    - Different percentages for degrees that require 150 hours – adjusted accordingly
  - **Calculation**
    - $\text{Hours earned} / \text{minimum required for degree} = \%$
    - First 2 years – can be any courses – not specific to a degree or major
    - Starting at 3<sup>rd</sup> year – all credits must satisfy PTD credit hour for specific designated degree
    - Advisor information very important!
    - Minors are tricky – won't count towards PTD

- **Advising for degree credits**
  - Added space on form for advisors to note that they have met with student athletes
    - 73% of student athletes met with an advisor – number is probably higher because they may have met after the form is completed
  - Coaches also remind SA to meet with advisor – Athletics Academic Advisors help student-athletes with course selections if needed, and connect the student-athletes with the on-campus advisor to verify that the change works.
  - 80% graduation rate for student-athletes in 5 year
    - Why not 100%?
      - Some go pro
      - Some transfer
      - If they leave – can get scholarship to come back and complete
- **Degree applicability**
  - Credits must increase the number of degree applicable hours AND
  - Decrease the degree hours
  - Denominator needs to stay the same
    - Additional classes outside of requirement can be taken – but don't help progress towards degree and are not counted
- **Reach out to Kelly or Jessica** if you have any questions double/dual majors etc.
  - Kelly (diener@uwm.edu), Jessica (kumke@uwm.edu)
- **When you finish Cert forms – contact them – their staff will pick them up!**

#### **Partnering with Dean of Students Office – Becky Freer, Heather Harbach**

- **Please see PowerPoint presentation titled ACN December Partnering with DOS found on ACN website for specific presentation content**
- **Non-Academic Misconduct Hearing Committee**
  - Representatives from faculty, staff and students
  - Hear non-academic misconduct cases – make decisions
  - Counts as university service for those on the indefinite status track
  - Positions available – next terms starts in August
    - Contact Heather Harbach if you are interested x4632
- **Campus Food Pantry**

- If you have a student who is food insecure, refer them to the pantry (form!)
- Capacity to serve 200 students
- Not utilized as much as they could be
- Instructions via handout and attachment to minutes
- University Christian Ministries can provide handouts we can give students with information (414) 962-5460
- If student shows any red flags, or is missing even one meal a day, send them!
- Hours
  - Monday, 4pm – 5pm
  - Wednesday, 4pm – 6pm
  - Friday, 12pm – 1pm

**Lubar Presents the First GER Class – Dr. Michael Freimark, TJ Jeske, Alejandra Lopez and Valerie Warzon**

- **Business 100 LLC course and open to all students**
  - Approved as GER Social Science course – first EVER with GER designation
  - Open to all majors – Freshman and sophomores only
  - Two sections are offered in Spring 2015
- **Alejandra and TJ Coordinating retention initiatives**
- **Course Development**
  - Advisors involved with the course
    - Past 18 months – have been able to be involved in curriculum design discussions
  - Course connects students with Lubar school earlier
  - Connect to academic advisors and career advisors early on
  - Many students don't take business content courses until junior year
- **Course availability/details**
  - More sections available
  - Open for all students particularly if interested in major or minor
  - Sections capped at 150
  - Discussion
    - Meet with TA
      - Topics:
        - College Transitions
        - Skill Sets
    - 25 cap for discussion sections

- Directed to meet with Academic Advisor
      - Use October (slower month)
      - Find out goals
      - Build relationship
      - Take MapWorks and discuss results
        - Opens conversation and helps with intervention
      - Talk about upcoming course registration
    - Group advising in discussions
      - Remind student how to find enrollment appointment for spring registration
  - A great option for a Spring course!
    - More space available typically in spring
    - Course is increasing retention at UWM
    - LLC Goal, all freshmen in LLC, keeps retention high!
  - 18 months in
    - All staff wish they had this course as a freshman!
      - Help gain resources to decide best major/minor for them
      - Help them to become good well rounded college student
- **Course Content**
  - Human Resources, Business, Marketing
  - Corporate guest speakers for all areas
    - Leonard Goldstein, IBM, Manpower VP, Dean Smunt – all hands on desk to speak
  - Assignments
    - Paper - Content out of class event – students going to student orgs, guest speakers etc...
    - Service learning paper
      - CCBLR – students volunteer – pick their project
      - Business analysis of the volunteer experience – learn about city
    - Meet academic advisor – academic plan for students
    - Do a career paper – take a career test – reflection – agree/disagree
    - Business diary – based on semester events - helps give them confidence what they want to do
  - Goals
    - Help students find the best major for them – business or non-business
    - 2<sup>nd</sup> retention – do everything in their power to keep students at UWM and help them be successful college students

- Discussion – soft skills – how to manage time, study skills, motivation to study, leadership
  - Why it is important
    - All students take transition survey
    - BUS 100 reserves computer lab – 98% of students took survey
  - Mentoring – Adam Nocun and Valerie Warzon
    - Mentors got undergraduate at Lubar
    - Share experience with students
      - Motivate
      - Give tools
      - Point towards resources
    - Be student’s cheerleaders
    - Give them confidence
    - Peer mentors with LLC also attend discussion – extra resource!
- **POSITION ANNOUNCEMENT**
  - Lubar is seeking a new staff member
    - Will work with Alejandra
    - Kris Raymond is retiring
      - Another hiring process starting soon!

## Campus Community Reports

- **Student Success Center** - Colin Daly
  - Nominations are being accepted for Orientation Leaders, Peer Mentors and Campus Ambassadors (Tour Guides) through January 15. Please nominate students using this form: [Student Nomination Form](#)
  - All nominated students will receive an email about the positions and a link to the application.
- **LGBT Resource Center**
  - Clothing drive for Pathfinders shelter
    - Need warm clothing
    - Drop off at LGBT Resource Center Union WG89 through December 23
- **Registrar’s Office** - Brian Hinshaw
  - Spring registration started 11/17
    - Veterans, Honors College, and certain SAC-approved disabled students get priority enrollment times, followed by Grads, seniors, juniors, sophomores, freshmen, and then open enrollment.

- If Veterans are not flagged as such and are interested in receiving priority enrollment appointment,,they should contact the Military Education Benefits Office for review.
  - Will be presenting in December!
    - PAWS info
    - Send questions to Brian prior to the meeting December 16
- **Accessibility Resource Center** - Aura Hirschman
  - Pathways 104 course was extremely successful
    - Student on the Autism spectrum – now talking in class!
  - Offering course again in Spring semester – Aura and Cat teaching.
    - Encourage students to sign up – especially sophomores and freshmen
  - Need volunteer = alternative text program
    - Caption videos
    - Contact Aura if you are interested!
- **Panther Academic Support Services**
  - Closing Tuesday (11/25) at 3 p.m.
  - Students can tutor online over break
  - Final Exam Review times now available online: <http://www4.uwm.edu/pass/>

## Announcements

- **Student success collaborative** – Pam Schoessling
  - (contact pam re; details)
- **Grad school open house** – Twyla McGhee
  - Thursday, November 20
  - Students who attend get their application fee waived
  - Registration available on Graduate School web page
  - Refer people to grad school if questions
  - Walk in registration available on Thursday (11/20)
- **Reminder: Nominations** are needed for the **ACN Recognition Awards**
- **New Scholarship** – Gary Cooper-Sperber
  - Board Member – UWM LGBT Alum
  - \$5 K scholarship – but must be matched to be given!
  - Holding HAMBINGO Fundraiser Wednesday, November 26
    - Event at Hamburger Mary's in Bay View
    - Contact Gary for more information!