

## ACN Meeting Minutes

September 16, 2014

Members present: T. Badura, K. Baker, K. Barnes, S. Bednar, S. Byrne Irwin, M. Camacho, S. Casper, N. Claas, C. Clark, S. Conway, G. Cooper, T. Current, A. Datey, J. DeRoche, T. Deutsch, K. Diener, A. Dierks, J. Dvorak, K. Eilers, G. Estrada, M. Fero, R. Freer, K. George, J. Hack, J. Hayes, N. Heinen, B. Hinshaw, M. Horvath, D. Johnson, S. Kaempfer, M. Knasinski, A. Kowaliczko, S. Lake, A. Lopez, N. Malacrida, K. Masshardt, I. McLaughlin, L. Molina, B. Mueller, J. Murray, A. Northrup, D. Nothrup, R. Olsen, S. Perkins, K. Powers, C. Reindl, A. Sadowsky, A. Schaffner, W. Scherer, P. Schoessling, J. Spiess, L. Stark, S. Terry, K. Tipton, D. Vang, J. Walker, B. Williams, A. Willis, C. Wolf

**59 total**

### Welcome, introductions and news!

- Welcome to new ACN Co-Presidents Pam Schoessling and Ashlie Schaffner. Secretary Sue Conway is happy to be returning for the second year.
- Survey! We are hoping to find out what you want to see at upcoming ACN meetings. A survey was passed out at the meeting, and also sent to the ACN listserv on Friday, September 19. Please direct results to Ashlie Schaffner at [kohla@uwm.edu](mailto:kohla@uwm.edu) or in Enderis 1109
- One of our immediate goals is to assist in helping ACN Members more easily access relevant information in between meetings. We would like to look closer at other similar organizations nationally for examples, with the University of Minnesota AAN blog site as a good start. The address is: [blog.lib.umn.edu/acadweb/aan/](http://blog.lib.umn.edu/acadweb/aan/)
  - Goals:
    - Organize in a way that is user friendly and easily updated.
    - Include various announcements also sent by email or other pertinent information.
    - Information about available classes can be housed here.
    - Intention is to also review the current ACN website, with the main idea finding the best technology to serve ACN members.
- **EXCITING NEWS!** We are adding a new Executive Board Member – a Public Relations Coordinator!
  - Key responsibilities for this position requiring strong communication skills:
    - Create/maintain ACN web presence, with input from ACN members
    - Serve on the ACN leadership team
  - Reasons to apply:
    - Expand campus experience
    - Good exposure

- Nominations needed!
  - Check out the previous email from Ashlie Schaffner
  - Nominate self or someone else
  - Elections will take place prior to the October meeting.
- **Application Deadline Friday, September 26, 2014**

**ROTC Planned Academic Program Worksheet (104r Form) – Lt. Col. Mike Gibson, Professor at Marquette University**

- ROTC encompasses 6 universities in Milwaukee, headquartered at Marquette
- Member schools MU, UWM, Concordia, Carroll, MSOE and UW Parkside – 138 total students, 38 students and 2 staff at UWM
- 104 R form
  - Goal – to help students get the full scholarship
    - 11 out of 38 total UWM students are currently receiving the scholarship
  - Form is designed to be like the UWM checklist form
    - Document is evolving and must be completed each semester
    - Signature of Academic Advisor goes on line 12
    - Student should complete the sheet – advisor double checks and signs off
    - This provides justification for student’s scholarship
  - Credit overages
    - Students sometimes have 19-20 credits
      - Some advisors have not been comfortable signing off
      - Mike Gibson will not put students in for the scholarship if the form is not signed
        - Signed means they have seen an advisor and are on track to graduate on the same timeline
    - Overload is typically due to Military Science Courses
      - Students not liable for overload fees due to credit agreement
      - Overloads happen because of program requirements and pace
      - OK for advisors to approve!!
  - Plan details
    - Student must have plan filled in accurately
      - In early years can put in “Social Science Elective” but as student progresses should be a specific course
      - Advisors can give it back to student if it is not accurate
    - Do every semester – early!
      - Deadline to complete and get it in to ROTC 3<sup>rd</sup> week of September. This semester September 22, 2014.

- Students must declare a major to do this
- Expected to graduate in 4 years
- Due to Military requirements, may stop enrollment for summer – but not winter
  - They take a 29 day military course in summer
- Questions and answers
  - Q: What steps does ROTC take to verify signatures?
    - A: Add phone number to form so they can double check
  - Q: What happens with Academic Programs requiring more than 120 credits
    - A: students take 16 credits a semester + ROTC which means 18-19 credits a semester
      - Students can possibly receive allocation for an extra semester if there is really a higher credit requirements (9 semesters)
      - Advisors have concerns when overload is hard course work
  - Q: What are their military course requirements?
    - A: 24 credits of military science, actually 27 credits of military courses, but military history can count towards an elective
  - Q: What are the service requirements?
    - A: Students owe 8 years of military service upon graduation
  - Q: What happens if a student changes majors?
    - A: student must talk to Mike, still needs to meet graduation timeline

**New Mental Health Website – Chancellor’s Advisory Committee on Mental Health – Christine Wolf, Barbara Moser and Kelly Tipton**

- Reaching out to students in Emotional Distress (**UWM CARES Video\*** found at <https://www.youtube.com/watch?v=7tQQJwRknjQ&feature=youtu.be>)
  - **\*Video will be launched for faculty and staff to view in the coming months... until that time, please only share with other ACN members**
  - Shows examples of talking to students
  - Ways to recognize a student is in distress
  - References resources available to students
- Goal – to have all staff reach out to any students showing any sign of emotional distress
- Resources
  - [www.uwm.edu/mentalhealth/](http://www.uwm.edu/mentalhealth/)
    - We are the front line, and sometimes the only line!

- We can reach out and make a difference
- Quick guide to addressing distressed or disruptive students during office hours
  - Distressed - #1 resource, Norris Health Center (414-229-4716)
  - Disruptive - #1 resource, Dean of Students (414-229-4632 or email [dos@uwm.edu](mailto:dos@uwm.edu))
  - You can ALWAYS call either office – particularly if you don't want to file a report
- 24/7 Mental Health Resources
  - Columbia St. Mary's Emergency Room (414) 291-1200
  - Milwaukee County Crisis Line (414) 257-7222
  - 24/7 Suicide Prevention Hotlines
    - National Suicide Prevention Lifeline 1-800-273-8255
    - Trevor Lifeline for LGBTQ Youth 1-866-488-7386
    - Veterans Crisis Line 1-800-273-8255 Press 1
- If you would like additional training
  - Campus Connect Suicide Prevention training and Booster sessions.
    - Apply through the [uwm.edu/mentalhealth](http://uwm.edu/mentalhealth) website or contact Kelly Tipton
  - Presentation is also being given to faculty and departments as often as possible
    - If you would like them to present at a department meeting contact Kelly Tipton at [tipton@uwm.edu](mailto:tipton@uwm.edu) They will need 15-30 minutes.
    - Dean of Student's office also has an hour long presentation
- Great packets, magnets and resource cards available. Contact Barbara Moser at [barbaram@uwm.edu](mailto:barbaram@uwm.edu)

**Panther Academic Support Services (PASS) – Johanna Dvorak, Mary Knasinski, Nicole Heinen, Jen Filz**

- **Awarded 2014 Frank L. Christ award for Supplemental Instruction (from NCLCA)!!!**
- Largest Academic Support on Campus
  - Weekly group tutoring
  - Supplemental Instruction
  - Walk in Assistance (Library E170, Bolton 120 and Residence Halls)
  - Online tutoring – one of the leaders in the country!
  - Academic Coaching
- Sign up starts First week of classes!
  - Encourage students to sign up early

- Students can sign up throughout the semester
- Staff listing: <http://www4.uwm.edu/pass/staff.cfm>
- Locations/course specialties:
  - Bolton 180: PASS Main Office
  - Library E170: Math, Science, and Business Subject Areas
  - Bolton 120: (Student Success Center) Humanities, Social Sciences, & Foreign Languages
  - Library E154: Online Tutoring and Technology Center
  - Cunningham 147: College of Nursing science courses
  - Music 185: Music Subject Areas
  - Cambridge Commons, Cambridge 143
- Supplemental Instruction (SI)
  - Usually for large lecture (50 courses!)
  - Typically > 25% freshmen in class
  - Leaders attend course lectures to know what the professor went over
  - 4 review sessions a week + 2 walk in
  - Also has online reviews and blended session – students can access them later
  - 90% retention rate for SI
  - SI leaders also incorporate college study strategies
    - How to prep for exams
    - How to take better notes
    - Results have been ½ to 1 grade higher!
- 50 SI Leaders and Tutors
  - Jr/Sr or Grad status
  - Minimum 3.0 GPA
  - Great communication Skills
  - B+ or Higher in the course
- Online Tutoring Services
  - Blackboard Collaborate Training – PASS Grad PA Jen Filz is trainer
    - October 15 1 – 3pm
    - October 22 1-3 pm
- D2L sites – Math/Science/Social Science/Humanities
  - Students in courses are downloaded into website – and can access info in D2L
  - Information is archived so students can visit again
  - Concept clips – available in the content side of D2L
- Net Tutor – Professional Tutoring services on evening and weekends
  - Accessed through the PASS D2L sites
  - 5 free hours for students per course which PASS tutors

- Academic Coaching – Nicole Heinen
  - One on one
  - Students sign up on Cattrack – like an advising appointment
  - Content
    - Stress Management
    - Time Management
    - Work-Life Balance
    - Note-taking
    - Test Anxiety
- Panther Math Prep Bridge Program 2014
  - PURPOSE is for students to retake the math placement exam
  - Approximately 200 participants
    - 101 students (about 70%) moved up to next level college math, or tested out of math
    - ALEKS online – 6 weeks; in person – 4 weeks; online modules -5 weeks
    - Still work to do
      - Biggest challenge – retesting if they are not in town. Other testing sites are limited.
        - If you have ideas – please contact the department!
    - Students are notified about Panther Math Prep by letter, phone call and email sent to eligible students through June.
- Want collaborations? Contact PASS office
  - BOL 180, 414-229-3726, [www.pass.uwm.edu](http://www.pass.uwm.edu), pass@uwm.edu

### **Campus Community Reports**

- Enhancing Advising - Jen Hayes and Ashlie Schaffner
  - UN Conference will be October 6, 10:30 – 3pm
    - Focus – conversations about happenings on campus
    - Facilitators and note-takers needed!
    - 3 Topics to discuss
    - Lunch will be provided by Provost’s office
  - Start of Professional Development Reading Group!
    - First Meeting: October 16 – Learn at Lunch
    - Each session will have articles to review and discuss
    - Bring your own lunch
    - Contact Ashlie Schaffner or Rebecca Olsen if you want to join the group.

- Created a list of all Academic Advisor Contact info that will be shared with other academic advisors
  - Should have received an email from Ashlie Schaffner the week of September 12 about the list. If you have not, please contact her at [kohla@uwm.edu](mailto:kohla@uwm.edu)
- Student Success Center (SSC) - Kay Eilers
  - MAPworks Fall transition surveys goes out Monday (9/22)
  - Advisors should be able to see their students
  - Encourage Faculty to update recommendations and early warnings
  - Customized training available!
    - Contact [mapworks-help@uwm.edu](mailto:mapworks-help@uwm.edu) to request a session
- Financial Aid – Cindy Reindl
  - They are back to scheduled appointments
  - Walk-in Advising available
  - If you need to call the office, please use option 6
  - They have lost several advisors – and should be hiring several new advisors soon!
- Center for International Education – Natalie Malacrida
  - Deadlines are coming up soon!
    - Spring 2015 program deadline is October 1\*
    - UWinterim 2015 program deadline is October 15\*
      - \*Some programs have early deadlines
  - Any questions about study abroad, programs or forms, please call 414-229-5182 or email [overseas@uwm.edu](mailto:overseas@uwm.edu)
- LGBT+ Resource Center – Jen Murray
  - Welcome to Duane (DeeJay) Johnson – new Assistant Director!
    - Preferred name is DeeJay
    - Preferred pronouns he/his
  - Working with People Soft and Registrar to allow the UWM community to list preferred names on PAWS – more info to come!
  - Working with LGBT+ Advocacy to expand Safe Space training
    - Can create specific training for your department! Contact Jen Murray
- Registrar’s office – Brian Hinshaw
  - UITS Short courses are available
    - PAWS training!
  - If you would like particular training please contact Brian!
  - Add deadline was September 15.

## **Announcements**

- **Student Success Collaborative (SSC)** – Gesele Durham
  - Need 2 more academic advisors for the team. Current team members are:
    - Robin Jens, Nursing
    - Chad Zahrt, SOIS
    - Jennifer Deroche, L&S
    - Shelly Bednar, Peck
  - Focuses
    - Resolving tech issues, advising enhancements, sharing best practices
  - Meetings
    - 30 minutes (up to an hour on rare occasions) every 3-4 weeks.
      - Can attend by web or phone
  - Contact Gesele at [gedurham@uwm.edu](mailto:gedurham@uwm.edu) if you are interested
- **Advising Working Group** – Laura Stark
  - What they are working on
    - Addressing advisor concerns
    - Structure/purpose of groups related to advising on campus
      - Working on group name and structure/role for the advising working group so it will be a group that continues to meet (heads of advising units from each school/college)
      - Discussing and defining Enhancing Advising Committee structure/role
    - Elections
      - Who is represented and how they are elected for Enhancing Advising
    - Consistency with practices
      - Example: walk-in advising during first week of classes in all offices
- **English as a Second Language** – Heidi Matera
  - Leaders in the department
    - Ellen Nuss – DUALS course, instructor, manages the Conversation Partner program (students commit 1 hour/week to help a non-native English speaker practice their language skills)
    - Brooke Haley – Credit Writing Coordinator, ESL 115, 116, 117, 120 If you have placement test questions, please call or email her!
    - Amy Shield – Upper level 101 and 102 equivalent course – ESL 118 Works with English Department Curriculum, but smaller classes, more feedback on essays
  - Will be presenting at the October meeting!!



- **Lawton Scholars** – Warren Scherer
  - Email Warren with questions regarding Lawton Scholars!
  - Changes
    - Decrease mentor meetings in D2L
    - Includes Checklists!
    - Requirements are different for Sophomores/Juniors and Seniors
  - Success Advocates receive an increased scholarship
  - [Lawton\\_scholar@uwm.edu](mailto:Lawton_scholar@uwm.edu) to reach students.
- **Career Development Center** – Kristin George
  - All Majors Career Fair
  - Thursday, October 2
  - 11am – 2pm
  - 100+ companies!
  - Please encourage your students to attend!
- **Honors College** - Shannon Byrne Irwin
  - I'd like to introduce our new advisor, Aaron Dierks to ACN. He started with the Honors College in June. Welcome Aaron!
  - Mandatory advising for all first years continues to be in place in the Honors College but new this fall 2014, Honors will be adding an advising hold placed on first-year students' PAWS accounts. Our advising message will be going out soon and School/College advisors will soon see Honors students coming in for Spring 2015 advising. The Honors College requires that Honors students see their School/College advisor prior to seeing their Honors advisor. Honors will then remove the hold once the student has met with an Honors College advisor. Any questions?
- **MAVRC** – Sarah Terry
  - UWM's Veterans Upward Bound Program (which assists college bound students in preparing for college level course work) received a grant this year that will allow them to provide academic support services to military and veteran students who have been accepted into UWM. The contact for UWM Veterans Upward Bound is 414-229-2258 and their office location is Mitchell Hall Room 163. For more information on Veterans Upward Bound visit their webpage at <http://www4.uwm.edu/trio/veterans/index.cfm>
- **Appreciative Advising** – Pam Schoessling
  - REGISTER SOON for the October 24<sup>th</sup> Professional Development offering.
  - The workshop presenter, Jennifer Bloom, co-authored a number of student-centered books, including The Appreciative Advising Revolution, Increasing Persistence: Research-based Strategies for College Student Success, and

Appreciative College Instruction: Becoming a Force for Change in Student Success Courses. (<http://www.appreciativeadvising.net/>)

- Lunch will be provided
- A note was sent out from Laura Stark, who is the co-organizer for the event. It went out on September 23 with a link to the Sign Up Genius.
- Questions - ask Pam Schoessling or Laura Stark.
- **Common Read** – Celeste Clark
  - Sherman Alexie – here on campus September 23 to talk about his book The Partially True Story of the True Diary of a Part-Time Indian!