

ACN Meeting Minutes: September 12, 2017

Members present: K. Baker, J. Balogh, S. Bednar, J. Broskowski, M. Camacho, R. Carr, C. Clark, S. Conway, J. Cummins, K. DeMartino, A. Dierks, C. Faurote, M. Fero, M. Flath, S. Glaser, J. Hardy, N. Heinen, K. Hildebrandt, B. Hinshaw, Y. Hu, T. Jones, T. Kelly, K. Klein, A. Lopez, G. Lor, A. Maier, J. Martin, T. Martin, M. Mathias, L. Molina, M. Moore-Geissler, J. Neuhauser, B. O’Lena, C. Pahl, C. Parks, S. Peek, R. Reece, W. Reichardt, A. Rintelman, L. Roohr, T. Rufer, A. Sadowski, J. Schansberg, B. Simon, T. Smith, L. Stark, D. Stewart, D. Van Kerkvoorde, A. Vansistine, A. Willis, C. Wolf

Total: 51

Connecting Students to Involvement Opportunities: Dr. Kirstin DeMartino, Eric Jessup-Anger, Rebecca Grassl, Ellie Crean

- How student involvement can help advisors connect students to student activities
- We want everyone to find their people and their place on campus
- Prepare students to make a difference upon graduation, develop leaders and help improve Milwaukee from the better
- 6 different dimensions
 - Connect students to the community, campus and Milwaukee
 - Teach students how to lead and be comfortable being a leader
 - Help student create, students have to feel comfortable with failure. Give students opportunities outside of academics to handle failure and learn from it
 - Want students to learn
 - Explore Milwaukee, something that is growing. Get them into areas of Milwaukee they haven’t experienced before
 - Celebrate events and activities that students, faculty and staff are doing. Thank you for your contributions to campus
- New students
 - Questions to ask new students -
 - Where are you making connections with fellow students?
 - How are you exploring campus and Milwaukee?
 - Actions items –
 - Get out, explore and do stuff!
 - Join one student organization connect to major/career interests
 - Get professionally connected, connect with career
 - Find one involvement opportunity that will help you relax/rejuvenate or pursue a personal interest
 - Availability of involvement fairs – one in fall and one in spring
 - Explore Milwaukee events – doing things all over Milwaukee

- International coffee hours – talk to international students and students who have studied abroad
 - Find your space, find your people
- Continuing students
 - Questions to ask –
 - How do you hope to grow as a leader this year?
 - What skills do you want to develop?
 - What is something brand new you are hoping to learn?
 - Action items –
 - Students participate in at least one leadership development program per year
 - Reflection, work on and practice different skills
 - Staggered to hit different leadership levels and development skills
 - Night program for freshman, Sophomore Skills, Lead the Change (social justice leadership and creating change)
 - Off-campus conferences – leadership institute
 - Push yourself beyond your comfort zone to learn something new
 - Attending film series
 - Attending a distinguished lecture series
- Students approaching graduation
 - Questions to ask –
 - What involvement experiences haven't you pursued yet that you want to make happen this year?
 - How are you making time to reflect on the involvement experiences you have had during your time at UWM?
 - Action items –
 - Transitioning your leadership (leadership development program)
 - Encourage them to reflect on their involvement at UWM
 - Celebrate
- Student organization advisor resources
 - Ellie Crean – liaison to advisors who are not student org advisors
 - Resources in place for advisors
 - Student org advisor newsletter
 - Student org advisor meetings
 - First meeting will focus on SAC grants
 - Possible meeting to talk about legal issues, as well as general meeting to discuss questions and concerns
 - Student involvement staff liaisons
 - Access in Panther Sync or call Student Involvement
 - Individual will help you brainstorm ideas for the org and any questions
 - The Leading Edge and the Spark newsletter
 - Newsletters that student organization leaders receive
 - May include important dates, deadlines, announcements
 - Ideas for leadership, programming
 - Student Involvement Web Site

- Section that is for resources for student organization advisors
 - <http://uwm.edu/involvement>
- Additional ways to connect with Student Involvement
 - Attend an SLP staff session
 - On leadership program topics for professional staff
 - One on leading students through reflection
 - One in spring for social justice leadership
 - Serve as a student organization advisor
 - Nominate students for a leadership program or award
 - Student Excellence Award at the end of the year
 - Serve as a coach for the Ignite Leadership Institute
 - Volunteer during Fall Welcome
- Questions
 - Contact – activities@uwm.edu
 - <http://uwm.edu/involvement>
 - 414-229-5780
 - Chris Parks asked about graduate student involvement
 - Majority of organizations are for undergraduate students but aware of the graduate student gap
 - Working to make more things available to graduate students
 - Many leadership programs are good for undergraduate and graduate students

Student Success Collaborative Updates: Angie Sadowsky and Brennan O'Lena

- Calendar syncing has caused some problems with SSC and advisors
- Will let advisors and SWAT team members know when new features are going to be turned on, waiting until calendar sync is fixed
- Things that will be updated:
 - Report reasons – a lot of reasons but not a lot of them are being used
 - Anything that will be tied to advising will be updated
 - As more users come on board (career, MAVRC, ARC, financial aid, etc) there will be reasons set for them
 - Text message reminders for students will be going out 90 minutes earlier
 - Only reasons will impact advising staff – update individual settings once released
- Calendar syncing
 - Microsoft updated calendar syncing which was not anticipated
 - Working to find a solution with EAB and Microsoft to fix the sync problems
 - Calendars are still syncing but it is delayed (may be no delay, may be a day)
- Working on the progress report campaign
 - It will be sent out in a few weeks
 - October 2-October 25
 - Provost will send out email to instructors and then it will pushed out through the SSC

- Progress reports do mean a lot, get some help from Assistant and Associate Deans to get them completed by instructors
- If a student is marked “at risk” – a case will start and individuals in PASS will send out targeted messages related to the class they are “at risk” in
- Coordinated Care Network
 - Working on building in other units and implementing referrals
 - Starting with a few offices to see how it goes
 - Referrals are meant to be a “heads up” to other areas about conversations
 - Still up to the student to make those appointments
 - Each unit has set up what will work for them
 - See what is working, how many referrals they are receiving
 - School/college tutoring or resource centers are not set-up for referrals but are set-up for head counts
- Questions
 - Is there a way to help define what “at risk” means to instructors?
 - Many students may be marked “at risk” due to one assignment missing instead of those who are “severely at risk” (missing a lot of class, failing exams, etc.)
 - As the SSC has been going to visit the deans and colleges, progress reports have been discussed so they can help spread the word to department chairs and faculty
 - Important for everyone chime in to help create more consistency
 - See if you can get on a faculty agenda (SWOT members) to explain the progress reports in greater detail
 - Will there be an onboarding activities to help new staff learn EAB?
 - Utilize the SWOT team members for training

Dean of Students Emergency Grants: Dr. Rebecca Freer

- Overview of the Dean of Students Office
 - Dr. Becky Freer – Interim Dean
 - Tom McGinnity – Associate Dean
 - Emergency grant
 - Appeals
 - Barbara Wilson – Associate Dean of Students
 - In charge of student conduct process
 - Send through Incident Report
 - uwm.edu/report-it
 - Dean of Students Coordinators
 - 3 new Coordinators
- Emergency Grants
 - Sent out via mail to faculty and teaching academic staff
 - Met with associate deans
 - Will also be sent out electronically
 - New program – awarded by Great Lakes
 - Required to raise a match grant

- Raised \$30,000 for a \$300,000 grant (maximum allowed)
 - 42% of students qualify for the grant
 - Have to have applied for financial aid (FAFSA)
 - Must have expected family contribution of \$7,000 or less
 - Student must provide documentation for emergency expenses
 - Students must be enrolled during the semester they apply
 - Emergency funding cannot cover tuition, fees, books or other university expenses
- If you have a student who has severe financial emergency and needs – send them to Dean of Students Office – can try to help outside of Emergency Grant
- How to Apply
 - Students can apply:
 - Send to Dean of Students’ website first which includes eligibility and application instructions (uwm.edu/deanofstudents)
 - Via a web-based portal: uwm.dreamkeepers.org
 - By visiting the Dean of Students Office
 - Students can log in multiple times to update their application
 - Start the application when meeting with a staff member
 - Upload documents to the application later in the day
 - Once they hit submit, they can turn in more documents to dos@uwm.edu
 - Documentation includes
 - Utility bills
 - Car repair estimate/bill
 - Lease
 - Medical bills
 - Other relevant documents
- Application processing
 - Dean of Students staff will contact student to schedule a time to meet
 - Student is assigned a Dean of Student staff member to meet and review their case
 - Go over circumstances and finances
 - Offer additional resources
 - Sign required paperwork (W-9 for tax purposes)
 - When application is complete, Dean of Student staff member will update the web-based portal
 - Students who are online also qualify if they meet the criteria
- Review Process
 - Applications reviewed within 48 hours of completion (including meeting with Dean of Student Staff)
 - Applications completed by noon will be reviewed the same day
 - Applications completed after noon will be reviewed the following day
 - Applications reviewed based on the grant criteria

- No passing judgement on students' decisions
 - Determine if expenses (or events triggering financial emergency) are unforeseen
 - Evaluating amount of funds to issue when students do not have a clear idea about how much they need
- Review Team
 - Dean of Students Office
 - Most applications can be reviewed by Dean of Students only
 - Complicated cases are reviewed by a team including
 - Financial Aid
 - Academic Advisors
 - Ashlie Schaffner
 - Nikki Class
 - Jennifer Daood
- How are students given funds
 - Once an application is approved, checks are processed
 - Checks are cut in 2 business days
 - Students will be issued two-party checks
 - Must be signed by student and other party
 - Student may be issued gift cards for food, toiletries, etc.
 - Students must submit receipts or invoice for items purchased (within 2 weeks)
- Follow-up with student
 - Financial literacy workshops from UW-Credit Union
 - Meet with advisor, instructors, etc.
 - Follow up meeting with Dean of Student staff member
 - Use the food pantry
 - Connect to services via 211
 - Apply for public assistance (food share, health insurance, etc.)
 - Explore additional financial assistance
 - Tutoring via PASS
 - Laptop rental with Bookstore
 - Initial consultation with University Counseling
 - Meet with the Career Planning and Resource Center to help find employment
 - Meet with Neighborhood Housing/University Housing to explore housing options
- How you can help
 - Reach out to students who seem to be financially struggling
 - Refer students to Dean of Students website
 - Refer students to uwm.dreamkeepers.org to apply for a grant
 - Refer students to the Dean of Students Office for case management
 - Dean of Student staff may reach out to you and ask you to be a resource to a student. Please give this student extra attention
- When you refer students

- Be caring and compassionate but do NOT give them the impression that they will be given a grant
- Common statements
 - If you think they may meet the criteria:
 - Tell the student, “The Dean of Students Office is a great resource for students who experience extreme or unusual circumstances while they are enrolled at UWM. They have funding to issue emergency grants. I think you should submit an application. A staff member will meet with you to see if you are eligible for the grant.”
 - If you **know** they don’t meet the criteria (grad student, no FAFSA, not enrolled):
 - Do not fill out the online application. Refer them directly to the Dean of Students Office (walk them over, copy the student on an email to dos@uwm.edu). Tell the student, “The Dean of Students Office is a great resource for students who experience extreme or unusual circumstances while they are enrolled at UWM. They may be able to identify resources to assist you.”
- Examples
 - Hurricane Harvey, lost wages
 - Divorce, spouse hid debt, car was repossessed
 - Job loss, utilities shut off, car repossessed
- Questions
 - FAFSA needs to be filled out but do they need to accept the award?
 - Encourage them to accept award but hasn’t been a problem in the past
 - Family Contribution is a qualifier – would you re-examine first or find other resources?
 - First talk to financial aid and re-examine
- Contact Information
 - dos@uwm.edu
 - 414-229-4632
 - uwm.edu/deanofstudents
 - Mellencamp 118

Registrar’s Office and Transferology: Kristin Hildebrandt, Jamie Kiefer, Katie Petersen

- Transferology is a new tool that is being used, similar to TED
- Can be used by students and administrators
 - Allows students to view credit equivalencies for multiple schools/classes
 - You can also explore school profiles and programs, offering a simple way for students to find the important information they seek when transferring schools
 - Advisors can use the administration side of Transferology which is called Transferology Lab and is located at www.transferologylab.com

- Student-centered tool
 - Students can enter coursework from multiple institutions on the site, including the date each course was taken and this data will be used to search equivalencies for multiple schools
 - Students will receive an instant look at how their courses transfer to a particular school. Students will also be able to see which schools are accepting most of their credits
 - Transferology also allows students to search for a replacement course, a useful tool for students taking summer classes at other institutions and transferring back in fall
- There is a link to Transferology on the One Stop website, it is located in the Transfer Credit section, under the subheading “Transferring Course Credits”
- Or direct directly to website: www.transferology.com/school/uwm
 - Create a log-in
 - Will my courses transfer:
 - Input information for the schools
 - Search for matches
 - If you give them the UWM link – will bring UWM up on the top but can see more results
 - “maybe” tab – class that hasn’t been looked at before that can be evaluated by staff
 - Replacement course
 - Input course
 - Student will be sent list of places they can take it
 - Can be filtered with various items
- Potential to add AP or military credit
 - Both are still be formulated and loaded into the system
- How is this useful to advising?
 - Transfer Equivalencies function – Transferology’s quicker version of TED
 - Replacement Course function – Allows for reverse lookup, so if your student is looking to take a summer course, you can easily locate schools where an equivalent course is offered
 - Course Bundles function – Allows advisors to create a bundle of their student’s coursework, and search equivalencies for multiple courses at once
 - No send function
 - Print and use as reference, or cut and paste
- Transferology Lab
 - Request lab account (click) – sent to Registrar for account
 - Tuition information located on website, may need to go to school profile to see detailed tuition information
- Questions – fill out Registrar’s Office Contact Form
 - Or if you want to talk about how your department can fully utilize this tool
 - contactro.uwm.edu
 - How long does Transferology go back?

- Likely back to 1994 but it depends on how it is built into the system and if there is an equivalent course in the back-end system
- Is there a disclaimer?
 - There is no explicit statement that the classes may not be applicable to degree but states that classes may change based on major

“Pattern” Mobile App: Dr. Dylan Barth

- A tool for tracking study activities
 - All first-year students have access to Pattern free of charge
 - Habit tracking tool for students (Fitbit for learning)
 - Mark what they are doing, which class it is for, how long and rate their activity
 - Will provide how much time is spent on a class, how productive you are
 - Foster self-productive learning skills
 - Holds promise for fostering students’ self-regulated learning skills
 - Evidence strongly supports benefits for UWM students who use the tool
 - Regular reminders are sent to students encouraging them to use the app
- Students using Pattern were less likely to fall behind
 - Students receive early warning feedback of unsatisfactory performance
 - Students who receive pattern and messaging saw lower rates of dropping
- Greater Success with Pattern and Messaging
 - Less students earned D, F or withdrew
- How Pattern and messaging supported self-regulation
 - Provided concrete evidence of progress and commitment – 67%
 - Increased awareness of how I studied – 63%
 - Made me reflect more on my study habits – 62%
 - Helped me set study activity goals – 55%
- How advisors can help
 - Encourage first-year students to use Pattern
 - How it can benefit them
 - Invite students to log into Pattern in your office
 - Discuss students’ specific study goals
 - Request that students use Pattern for one week
 - Include reminders about Pattern in communications
- Questions
 - Is there any data an advisor can see?
 - A student could add an advisor to their account
 - Website will get “for advisors” tab added:
 - uwm.edu/pattern
 - Is there a plan to expand beyond first-year?
 - Would like to, but need data and funding
 - How often is it being used, how is it being used
 - Do they have access the whole time or one year?

- It is a one-year license right now

General Announcements

Enhancing Advising: Meeting next week

Student Success Center: Pride Survey is happening again this year, opens September 25 closes on October 25

Orientation Leadership Team: Thank you for the work you did this summer. Online officially closes Monday (9/18). Please get any feedback to your rep for the NSO or TASO orientation team. Will complete a formal evaluation then. Orientation recruitment timeline will be bumped to fall instead of spring (for student nominations). New website: orientation.uwm.edu

Center for International Education: Study Abroad applications are open for spring and Winterim, deadline is October 1, studyabroad.uwm.edu

Office of the Registrar: Reminder there will be a day-long PAWS outage on October 6. When PAWS returns, it will look slightly different. The text-only “degree audit report” will be gone. Monday (9/18) was the add deadline, drop deadline is 10/2

Accessibility Resource Center (Aura Hirshman): New computer lab for students with disabilities (limited hours right now). Keep referring students to ARC.

LGBT Resource Center (Jeanette Martin): Re-branded and re-named safe space center. Now called LIFT. Two open training dates, go to website to register. Two Fridays from 2-4 pm. Full calendar of programs available. Two sessions available for DACA-affected students with Inclusive Excellence Center.

Graduate School: Graduate School Open House – November 1, 5-7:30 pm. Refer students to the Open House. Register on the Grad School homepage. Anyone who attends the Open House and then files an application will have their application fee waived (needs to be AFTER Open House).

Growth Mindset Group: You can use the videos on the Student Success website. Great for first year seminars. It is normal to not succeed at first and still recover and continue forward. Working on website for struggling students.

UWM Library: Look for email about how to use the UWM Library and contacts for specific questions.

Next ACN Meeting: Tuesday, October 17, 8:30 a.m. to 10 a.m. in Union 191.