



Date: May 19, 2021  
Time: 3 pm – 4:30 pm



Location: Zoom



Council for  
Undergraduate  
Academic Advising

## CUAA Monthly Meeting Minutes Called to Order: 3:04 pm

### OneStop

- *Know Your Dates and Deadlines*: general reminder to double check these timelines which can change. Kwesi cited they are not expecting that much in-person traffic for Summer, most communication is by phone. Refer students to OneStop website for inquiries.
- *Late Add/Reinstatement Process (OS role)*: OneStop will be facilitating on the front end, Registrar on the back end. Drew mentioned that due to the shift to an electronic form (now live), and the verbiage required, the general email with the timeline and student instructions, was delayed but will be sent soon. Direct students in need of help to phone, email, and web chat features. Response times are typically 24-48 hours.

### Registrar

- *Implementation of Electronic Late Add Process*: Henry shared more updates on the new [Late Add Request](#) DocuSign process. Drew mentioned an issue with email communication if professors are away from office and has auto response email, student may not get that email as a result.
- Students are sent a communication response with specific instruction to follow up with OneStop.
- Henry will be primary contact to update college information.

### COB

- *Operational Updates*: Angela highlighted the designated advisor for program plan changes is Oscar Diaz. Due to the hundreds of requests, there are implementing deadlines for this process. *Deadline for Fall is July 1<sup>st</sup>* if student intends to enroll by Fall for example. The demand for courses is higher than the supply and the goal is to ensure that students are better prepared for/able to enroll in courses timely. Students tend to wait until the last minute to add minor/certificate, so the goal is to change expectations and the behavior of the students to better simplify process.
- If students are shopping for minor or certificate options, *do not recommend if they have over 75 credits earned*. It is highly unlikely students will qualify to change major but *weekly group advising sessions are held for students considering plan changes*. Students should email [Cbadvise@fiu.edu](mailto:Cbadvise@fiu.edu) for applicable session dates.
- *Change of major inquiries still require advising appointments*, students should call 305-348-0051 accordingly.
- Advisors should advocate on behalf of students with escalated cases, email Angela or Margie so they can manage those concerns.

## COB (CONT'D)

- Calculus or the necessary Math equivalent needs to be done prior to admission or program change.
- Limit to in class availability, most faculty are retiring, and most classes are closed.
- Jackie wanted to know if this new deadline applies to Exploratory students that need to declare major within 30 credits. Her general feeling is that a compromise should be looked at so potential students can still take business courses. The July 1<sup>st</sup> deadline seems to be arbitrary since this would limit what students are able to do, especially considering upper administrative expectations of units to seamlessly assist students' transition to graduation.
- Linda also mentioned a similar concern as Jackie's. Angela mentioned that escalated issues will be handled on a case-by-case basis.
- Jocelyn: for those students that do not get admitted to COB, she wanted to clarify if the actual comment/reason listed in the system should be sent to student. Angela confirmed this is okay.
- Angela: *students that want to take courses but not declare a minor/certificate, cannot take COB courses unless these courses are unrestricted.*
- Jennifer Sheran: also echoed Jackie's sentiments. Can COB send a general email with this new protocol to CUAA so units can communicate to students via PSN early? She also expressed a concern with this policy possibly impacting the future electronic program plan change form, and the new electronic late/add process which may impede OneStop processes.
- Angela reiterated that she and Margie are available to assist with escalated situations.
- Angela also clarified that this new information will be shared with CUAA and posted to the COB website.

## CUAA

- Nominees for CUAA Co-Chair; Voting is open.
- Bernadette Chung
- Cassie Vale
- Jocelyn Naranjo
- Alina Dominguez

## Open Floor

→ **AAT**

Tamara: wanted to know if students not in case load could access those advisors' personal links in the future. Melanie will do some additional research and report back to CUAA.

→ **CASE**

Jackie gave a shout out to *new* Assistant Director to BBC CASE Advising: *Artem Zastoupailo*. WELCOME!

→ **OFF**

Korrin mentioned that approximately 80 students will be in attendance for in-person Orientation sessions that start May 20. Follow up communication was sent to admissions for those that have not signed up and those that missed prior sessions. June 9<sup>th</sup> is designated for last minute students that failed to sign up. Fall transfer numbers are lower than prior years. Korrin confirmed that options for both in-person and Zoom sessions will be available in the future.

Sheryl-Ann inquired about fully online *Freshman* students participating in a general orientation instead of the virtual one in the future; this would help better with adjustment to FIU resources. Korrin is open to future conversations regarding this, such as a sub-committee. A group Zoom session was suggested. Jackie and Jocelyn, and Sonssire mentioned that there used to be a sub-committee in the past. Majority felt that this should be revisited.

→ **CfAS**

Tutoring is available for students, contact [cFas@fiu.edu](mailto:cFas@fiu.edu).

→ **CSE**

Student opportunities available, see [CSE Flyer](#). Upcoming CSE PD workshops, see [CSE Workshop](#).

Next CUAA meeting will be in *July* to hand over to new leadership. **Meeting Adjourned at 4:29 pm.**