

Council of Undergraduate Academic Advisors

October 31st, 2018

Minutes

- I. CUAA Leadership Updates
 - A. Change of major contact list sent via email
 - B. Send updates and BBC contacts to Elizabeth
 - C. Collecting change of major requirements (may add to portal)

- II. Academic and Career Success Updates, April Lewis
 - A. Civics Literacy Requirement
 1. New updated policy on October 5th
 2. If POS 2041 or AMH 2040 taken as dual enrollment, will not satisfy requirement; if dual enrollment at FIU, may or may not satisfy- email April with questions
 3. Civics requirement only for Fall and Summer 2018 FTIC's
 4. Civic courses taken outside of Florida do not count
 5. If requirement satisfied in system before October 5th will remain satisfied in system
 6. Civics exam
 - a. An option for students who don't need either of the two courses
 - b. Score results immediate; score of 60 required
 - c. Can be repeated; register when available
 - d. Free exam
 - e. Course on Canvas, CIV 222
 - f. Provides study materials
 - B. Academic Advisors Online Portal
 1. Not just for advisors; information regarding advising, careers, financial aid, veterans, and more
 2. Will have professional development and new advisor training
 3. Will be on Canvas
 4. Launch date in Spring
 5. Email suggestions/FAQ's to April or Helen

- III. Technology: PSN Updates – FTIC Outreach Campaign Colleges Feedback
 - A. Issues
 1. Students can contact advtech@fiu.edu; staff monitoring mailbox
 2. Student workers may have trouble logging into system so should use employee sign-in credentials or Panther ID #
 3. Advisors need to have availability at least two weeks out
 4. Trainings to come for PSN advising leadership
 - B. Manuals
 1. Being updated to include logging in directions

- 2. Tutorial videos in the works
 - 3. Employee manuals to include campaigns
 - C. My Major Website
 - 1. Maps updated every year in spring
 - 2. If changes are needed, email Walter
- IV. One Stop Updates, Luis J Rodriguez
- A. Change of Program Plan
 - 1. Certificate code added to form for active students
 - 2. Handout provided
 - 3. Question about revisiting Advisor signature requirements for removal of minors/certificates
 - 4. RDX Indicator requires Dean or Dean's Designee approval
 - B. Undergraduate Certificate Application for non-degree-seeking students
 - 1. Clearly explains that this form only for non-degree-seeking students
 - 2. Defers current students to Change of Program Plan form
 - C. Late Registration Fee Waiver
 - 1. Will now have A, B & C Sessions all terms
 - 2. Every session treated differently/individually for late registration fee
 - 3. Communication/reminders out to students; recommendation for a video on new portal
 - 4. Chart in the works for students/advisors
 - D. Late Payment Fee
 - 1. Also separate terms (A, B, & C)
 - 2. Mandatory reinstatement fee, even if registered early but dropped for payment reasons
 - E. Overall One Stop Information
 - 1. Submission directions changing as updating systems to FLUID in my.fiu.edu account
 - 2. Screenshots to become available
 - 3. Advisor workshops/trainings to come
 - 4. Statement made that even veteran advisors attend trainings
- V. Transfer and Transition Services, Jennifer Bravo
- A. Broward College Event
 - 1. Beyond recruitment; work with Exploratory population
 - 2. Every spring; 3 days
 - 3. Jan 30th- Central; Jan. 31st- North; Feb. 5th- South
 - 4. Students will meet with BC advisors and FIU advisors
 - 5. Goal is to help both institutions and better prepare students
 - 6. BC takes care of marketing, set-up, etc.
 - 7. More information to come, particularly about tabling locations and possibility of workshops
 - 8. Priority to STEM and limited access programs

- B. ETT Issues- 3rd Party Transcripts
 - 1. Contact Transfer and Transitions via email
 - 2. To be automated in the future

- VI. New Spring Courses and Course Information
 - A. Engineering
 - 1. MAC2281, MAC2282, MAC2283 – calculus courses
 - 2. Equivalent to state course numbering system
 - 3. Courses geared toward engineering
 - 4. Non-engineering students can take courses; speak with engineering department
 - 5. Classes not listed in UCC or PDA so technology will check if the courses will populate automatically
 - 6. No department consent needed if prerequisites met
 - B. Other Courses
 - 1. SOW2001: Exploring careers in human and social services
 - a. From Social Work Department
 - b. For undecided students w/ room for elective
 - 2. ENC1930: Essay Writing Evening Section
 - a. Open to anyone prior to taking ENC 1101
 - b. Offered two nights a week at 6:30 PM
 - c. For those deficient in reading and writing
 - C. College Algebra
 - 1. No prerequisite for MAC 1105
 - 2. MAC 1033 no longer offered
 - 3. No minimum MPS score
 - 4. Redesigned course with positive feedback from students
 - D. Business Communication
 - 1. Previously was COM 3150
 - 2. Now two courses: COM 3112 (2 credits) & GEB 3003 (1 credit)
 - 3. Business students must to both courses

- VII. Friends of Advising Updates
 - A. Orientation and Parent Programs
 - 1. 2.0 fully online students now receive hold and must complete on-line orientation as on-campus students
 - 2. Virtual and on-campus component of orientations available in spring for summer admits
 - 3. Orientation this Friday
 - 4. PDA's will not be printed out for spring transfer student orientations
 - a. Will save trees
 - b. Will speed up check-in process

5. Peer Advisor and Camp Facilitator positions now open
 - a. Looking for students from all majors
 - b. Information on website
 - c. Students get paid (\$3,000 for Peer Advisors, varies for Facilitators)
 - d. Students must attend an information session
 - e. Applications close November 16
 6. Position Open: Assistant Director (tech heavy, closes November 6th)
 - B. Career and Talent Development
 1. Free dining etiquette- November 5
 2. Career Expo- November 8, 10:30 AM-3:30 PM at BBC (money for bus transportation may be available)
 - C. Advising Coaching Program
 1. Students have RSI holds- prevents registration
 2. Contact coaching@fiu.edu if advisor meets with such student
 3. Students required to meet with coach and advisor
 - D. Study Abroad
 1. Fair on November 15th, 11 AM-2 PM, GC Pit
 2. For summer and fall opportunities
 - E. Admissions
 1. Spring term closure is November 15th
 2. Spring deposits due by December 7th
 3. Large spring application pool
 4. Email out to students
 5. Final Transcript Holds
 - a. Out to 100 Freshman for high school transcript
 - b. Out to transfer students within the last year
 - c. Emails already out to these students
 - F. Honors College
 1. Applications open for current FIU students with 3.3 or higher GPA
 2. Students already pre-enrolled for spring
- VIII. Spring Advising Conference March 22nd, 2019
- A. Thank you to those Fall Forum volunteers
 - B. Need volunteers for Spring Forum
 1. Recommendations from units
 2. Need presentation evaluators
 3. Make sure doesn't conflict with job duties
 4. Theme of either Disney or retro video games to be approved soon

Mark your calendars for next CUA A meetings! SASC 430 @ 3:00pm

CUAA November Meeting: Wednesday, November 28th, 2018

CUAA December Meeting: Wednesday, December 19th, 2018