

Council of Undergraduate Academic Advisors
December 19, 2018
Minutes

- I. Academic and Career Success Updates, Charlie Andres & April Lewis
 - A. Advising Leads Meeting
 1. Subset of CUAA
 2. Meeting schedule TBD
 3. Funding available for some new advisor positions
 4. Reviewing advisor job descriptions with HR and compensation in January
 1. Purpose is to clarify job descriptions for Advisor levels I, II, and III and include some coaching for levels II and III
 2. Plan to raise salary as follows: Advisor I-\$44,000, Advisor II- \$47,000, Advisor III- \$50,000
 3. Will help reduce turnover
 4. Change may take place in February
 - B. Steering Committee
 1. Valerie and Charlie leading
 2. Breaks into 4 committees which request membership, first meetings in late January, those interested can reach out to the leads
 1. Technical Advising and Student Pathways- leads are Jennifer Bravo and Hugo Chavez
 2. Advising Professional Development and Scholarship- leads are April Lewis and Helen Gonzalez
 3. Equity, Diversity, & Inclusion and Collaboration & Community- leads are Hazel Hooker and Carolyn Meeker
 4. Student Learning and Institutional Commitment- leads are Jacky Diaz and Erica Caton
 - C. Advising Interaction Committee
 1. Identified 16 reasons for students to see an advisor with key pints to discuss for each scenario
 2. Preliminary draft will be sent to advising leads to review by January 25th
 3. Goal is to send it out to all advisors for use in mid-February
 4. Update will be provided at January CUAA meeting
 5. Information will be available on advising portal (in the works)
 6. Request from Jackie Diaz to create a type of rubric to clearly identify how advisors move between levels
 7. General suggestion for committee to look at other schools on this issue
 - D. Fall FTIC Students below 2.0
 1. 360 student in total before "NC" grades posted
 2. Student required to take SLS 1510
 3. If not enrolled by January 2nd, hold will be placed on student's account

4. Students being contacted by coaching team, no need for advisors to reach out to students at this time
 5. Important to follow instructions step-by-step for documentation in PSN
- II. One Stop Updates, Luis Rodriguez
- A. End-of-term processing complete
 - B. Dismissal Appeals
 1. Deadline to upload appeals is January 3rd
 2. Reach out to One Stop for special case scenarios if need deadline extended
 3. Students who miss deadline must sit out for 3 terms then reapply
 4. Advisors can reach out to these students
 5. One Stop reviewing policies for possible changes
 6. Query is available for grade change or forgiveness that takes student out of dismissal category
 - C. Fall Mini-Term
 1. In progress now
 2. No cancellation for non-payment
 - D. Fall Graduates
 1. Degrees posted by January 18th
 2. Diplomas mailed out end of February
 - E. Issue with forgiveness form now fixed
 - F. Transcript Requests
 1. Available to request on-line
 2. Option available to wait to send until after degree is posted
 - G. Book Advances available for spring now (19,000 students)
 - H. Loans dispersed on January 3rd
 - I. SAP
 1. Looking for students who don't meet PACE requirement
 2. Aid cancelled until students go through financial aid portion of process when under 2.0 for each term, aid returns when approved
 - J. Financial Aid Appeal
 1. Due January 4th
 2. Possible to obtain payment plan
 - K. Adding Fall Classes now
 1. Must complete paper form to add class
 2. Will send out directions
 3. May include advising as a requirement
 - L. One Stop Hours
 1. Extended for first week: M-TH until 6 PM; Friday until 5 PM
 2. Chat function is closed until January 22nd
 3. Email limited
- III. CASE Reinstatement Process, Jackie Diaz
- A. Criteria for reinstatement

1. Query to pinpoint students
 2. Student within 18 credit hours of earning B's so GPA would raise to a 2.0
 3. Emails to those who meet criteria, must meet with administrator and advisor
 4. CASE receives the most discarded students from other majors
 5. Student only allowed two reinstatements
 6. Student must provide personal statement and top part of appeal form completed
 7. Request to include financial disclaimer in this process
- B. Those not qualified for reinstatement
1. Receive message about issue
 2. 114 students this term
 3. Options include sitting out for a year or obtaining an AA then applying for readmission
- C. Overview
1. Student must meet with previous major's advisor then with new major's advisor for change of major
 2. CASE open every day during holiday season, except when campus is closed
 3. CASE change of major requires an appointment with advisor
 4. Registrar send out first email about dismissal, then major
- IV. Policy Committee, Angela Bullard
- A. Overview
1. Bring advising concerns to the forefront
 2. To be up-to-date and current
 3. Members: Jackie Diaz, Luis Rodriguez, April Lewis, Valerie
 4. Send any concerns about orientation to team
- B. CUAA Bylaws
1. Cover rules, voting, operations, and membership
 2. Add that the Chair/Vice Chair of CUAA must be a director or lead administrator and must have support of the academic unit
 3. Addition to Bylaws passed
 4. Minor name changes already complete
 5. Final approval by Charlie Andrews
- V. Friends of Advising Updates
- A. Transfer and Transitions
1. Remind transfer students coming in for spring to send updated transcript
 - a. Miami Dade College won't post AA until January
 - b. If MDC transcript not sent, student should contact office
 2. Spring transfer student should bring unofficial transcript to orientation
 3. Numbers for spring
 - a. 3,649 matriculated transfers
 - b. 1930 enrolled transfers
 - c. 713 matriculated freshman

- d. 482 enrolled freshman
- B. PSN- Panther Success Network
 - 1. Upgrade live on Monday
 - 2. Messages/reports had some issues, now fixed
 - 3. Appointments in each location restricted to one time framework for appointment length (different advisors in each location cannot set their own appointment lengths)
 - 4. Request to add more locations by phone
 - 5. Information about care unit to be forwarded to advisors
 - 6. Progress reports, alerts, and cases going live in spring for faculty and staff, training sessions to come January 16-18 at MMC and BBC
 - 7. New PSN manual includes items in #6 and a table of contents to find information quickly
 - 8. With PSN linked to Outlook, students will receive Outlook's away message in PSN

- VI. Spring Advising Conference: March 22nd, 2019
 - A. Emails to come regarding fundraising
 - B. Donations requested to include money and raffle items

- VII. FLACADA Reminder
 - A. Takes place on May 10th, 2019 @ FAU
 - B. ACS will fully fund presenters
 - C. Registration is \$50
 - D. Deadline to submit presentation proposal is Jan 11th, 2019

- VIII. Regional NACADA
 - A. Presenters will be funded by ACS
 - B. ACS will consider funding for attendees only