

## Academic Advising Coordinating Council

Friday, September 5, 2014

315 New College

In attendance were Matthew Head, Ellen Martin, Laura Dowd, Judy Iakovou, Greg Kline, Carol Hoffman, Lisa Bedgood Meadows, Julia Butler-Mayes, Christie Sanders, Melissa Garber, Cara Simmons, Ami Flowers, Diane Miller, Trelle Baker, Paul Welch, Heather McEachern, Steven Honea, Mercy Montgomery, Jason Emond, Kelsey Marcero, Alton Standifer, Glada Horvat, Keener Scott, Donna Mitchell, Melody Kesler, Laura Jolly, Fiona Liken, Carol Roberts, and Elizabeth Petty.

Matthew Head called the meeting to order at 10:00 a.m.

Kelsey Marcero of the Office of Undergraduate Admissions presented the results of the Summer 2014 Orientation Advising Survey. Sixty-five percent of students surveyed indicated the Academic Area Meetings were informative. They also indicated that the meetings felt rushed, impersonal, and non-specific. Approximately seventy percent of students were very satisfied or satisfied with their advising experience. The council members provided possible improvements to Orientation to the Admissions Office representatives. The Office of Undergraduate Admissions will publish the Spring 2015 Orientation dates in early October.

Students should be able to see their transfer work in the new version of DegreeWorks. The Transfer Equivalency Search has been static since the beginning of the year. Updating the Transfer Equivalency search is currently a top priority for the Office of Undergraduate Admissions, but no official timeline has been set for the project. Departments are the ultimate authority in transfer credit approval; students should contact the UGA department where the discipline is taught if they have any concerns regarding transfer course credit. In the new system, transfer courses labeled #TXX are general transfer courses while courses labeled #GXX are core education electives and will automatically satisfy a portion of the core.

Advisors were asked to clear only the students they advise. If an advisor finds a student has been cleared by someone outside the student's college or department and is concerned, he or she should contact the Office of Curriculum Systems or the Registrar's Office.

As part of the University System of Georgia, the University of Georgia has agreed to accept the USG core that is satisfied by students at other USG institutions. Advisors can advise system transfer students using the old core if it is to their benefit. If advisors prefer to use the new core, they can do so and grant exceptions to student audits in DegreeWorks.

Matthew Head would like the AACC members to think about possible improvements for Banner which would enhance advising. A prioritized list would then be presented to the Banner team for consideration.

The Fall 2014 Undergraduate Academic Advisor Workshop will take place on Friday, November 7, 2014, in George Hall located on the UGA Health Sciences Campus. The Workshop Subcommittee is compiling ideas for topics.

The council expressed interest in recreating the pamphlet "How to Get the Most out of Your Advising Appointment" and purchasing AACC notepads. The council determined recreating the pamphlet could be an item for the Communications Subcommittee.

The council discussed Athena, Banner, and DegreeWorks. The following comments were made regarding Athena and Banner:

The Office of Curriculum Systems will compile a list of registration holds used in Athena, the contacts for each hold, and the process by which each hold is cleared. Once completed, this list will be shared with the advising community.

If a student would like to change the grade mode of a class to Pass/Fail, the student and their advisor should fill out the Pass/Fail form and send it to the Registrar's Office.

Students can register to take a course as an Audit through Athena.

Athena does not check for high school enrollment in a foreign language when students register for a foreign language course. The Office of Curriculum Systems is working with the Department of Romance Languages to determine available options.

If a department would like to add or remove intended majors to the My Programs application in Athena, please contact the Office of Curriculum Systems.

FERPA restrictions are viewable on the Currently Enrolled table as well as on each screen in Athena. If a student has a FERPA restriction, a yellow triangle will appear at the top of the screen with the text "Confidential Information for" followed by the student's name.

Advisors do not need an ArchPass to access Athena or DegreeWorks. Only advisors utilizing INB Banner require an ArchPass.

Students must follow the degree requirements of the catalog term in which they enter their major. To change a student's catalog term, contact the Registrar's Office.

The Office of Curriculum Systems is in the process of revising the My Programs application in Athena to allow schools and colleges to have the ability to require approval to add certificates, minors, and areas of emphasis.

The Banner team is still working on the best way to handle level restrictions on courses.

The Educational Affairs Committee denied the proposal to increase the maximum allowable credit hours from 17 to 18. For the time being, credit hour increases will need to be processed by the Registrar's Office.

The following comments were made regarding DegreeWorks:

Certificate programs are currently not viewable in DegreeWorks; more discussion with departments is needed before this is possible.

If a discrepancy is found in DegreeWorks, please send an email to [degreewk@uga.edu](mailto:degreewk@uga.edu).

DegreeWorks may be displaying two catalog terms if a student's catalog term was manually changed. If a student is found to have two catalog terms, advisors should contact [degreewk@uga.edu](mailto:degreewk@uga.edu).

The Registrar's Office is working on correcting the Required High School Curriculum field on the audits of transfer students in the new DegreeWorks. If an error is found in this portion of DegreeWorks, advisors should contact [regsupp@uga.edu](mailto:regsupp@uga.edu).

The following announcement was made:

Fall tutoring at the Division of Academic Enhancement began on August 25. The DAE can be found in Milledge Hall and offers tutoring in chemistry, mathematics, reading, writing, English as a second language, and counseling.

The meeting adjourned at 11:25 a.m.