

October Meeting 10-12-16
UPAC Agenda
Location: Marley 230
9:00-10:15am

9:00 Welcome: Danielle Embry, UPAC Co-Chair

9:05-9:15 Pre-Law Advising and the Pre-Law Week of Activities: Melanie Madden, Pre-Law Academic Advisor

- Melanie is located in Bear Down Gym
- Pre-law is a designated student group for students interested in going to law school; she is not the law major advisor
- She also advises on the pre-law thematic minor
- For students interested in going to law school:
 - You can have a bachelor's degree in any subject
 - There are no prerequisite classes required to apply to law school
- Melanie works with current students, alumni, and community members interested in applying to law school
- Pre-Law week will be going on from Oct. 24-28 (see attached power point for list of activities)

9:15-9:30: New Course Permissions for Instructors: Beth Acree, Assistant Vice President, Enrollment Management and Student Affairs Advancement

- Course permissions were utilized as a way to decrease the amount of change of schedule forms they received
- There are two types of course permissions:
 - Student specific permissions: you put a student's ID number and save it, so that specific student now has access to enroll in the course
 - Class permission numbers: a 6 digit number is generated and given to the student to use to be able to access the class
- Student specific permissions work really well but previously were not available to instructors
- Originally, UA decided to go with class permission numbers to have instructors use, so they could just give the students a 6 digit number to enroll
- The class permission numbers are complicated and never caught on; also there isn't any security using this method, so a student could give this 6 digit number to another student to use
- Previously, both course permission types were used and it was up to each department to decide which type they were going to use
- With start of UA Online and more online/hybrid courses at the UA, reevaluation of these permissions began
- They found the student specific permissions was being utilized more and wanted it to be available for instructors to use in Instructor Center
- In Instructor Center, it will be titled "Permission to Add"
- Instructors can override restrictions if they want to
- Any UA class can use this to give students permission to add the course
- Not expecting this to replace paper forms
- The student specific permissions will be mindful of dates and deadlines and will not allow a student to enroll in a course if it is requiring Dean Permission, also will not allow undergraduates to have access to graduate level classes

- Class permission numbers will no longer be an option
- This will be ready for instructors to use starting Spring 2017 term

9:30- 9:45 Curriculum Updates: Pam Coonan, Executive Director, Academic and Curricula Affairs

- moving to a new degree audit and planning tool
- Extending the deadline to submit UAccess curricular update requests so they can work more closely with each department to optimize the ADVIP
- ADVIP rules will feed information to the new Civitas Degree Map tool
- They'll be reaching out to you to let you know when the UAccess curricular update requests are due
- Substantial curricular updates should be submitted using the appropriate forms (attached to email)

9:45-10:05 Priority Registration Panel: Shelley Bernstein, Academic Advisor; Daniel Gonzales, Senior Academic Advisor; Michael Greeley, Senior Academic Advisor; Chelsea Skotnicki, Academic Advisor

- Michael Greeley from SGPP
 - They use permissions, prerequisites, and requirement groups
 - M-W walk-in advising, Thursdays are appointments, and Fridays are for meetings
 - Used a google form system for students to sign in for walk-ins
- Daniel Gonzales from CLAS
 - Leave as many slots as they can for their athletes and seniors when it is their time for registration
 - For freshman, they have walk-ins and registration workshops
 - Students in their success courses are required to go to one of the workshops
 - Try to help students who are interested in possible majors while they are still deciding on major and also refer to advisors from those specific majors of interest
- Shelley Bernstein from Psychology
 - Do walk-in advising typically from 10-2:30 M-Th and Fridays are for meetings and email catchup
 - Takes pressure off of advising if an advisor ends up being out one day last minute and not having to worry about rescheduling appointments in an already filled up calendar
 - Have all psych advisors doing the walk-in advising at the same time, so if one student needs more assistance, there is not as much pressure to move through it quickly since other advisors are helping with walk-ins at the same time
- Chelsea Skotnicki from Computer Science
 - They have 15 minute appointment slots for priority advising only and no walk-in advising
 - Appointments are for priority registration or students struggling in the semester
 - Student can change their major or declare minor during priority reg
 - Have in person workshop to declare major
 - Have online workshop to declare minor
 - Hold mandatory group meetings for first semester freshman and transfer students to help with registration

10:05-10:15 Topic: Meredith Aronson, Manager of Integrated Advising Analytics

- Creating degree mapping tool and want to look through every ADVIP and major to clean it up
- Want to simplify ADVIPS and have them run smoothly so the new degree mapping tool can work better as well

- She will be reaching out to individual advisors for input
- Turning of Smart Planner and updating degree search for now to be able to utilize more resources to updating ADVIPS

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10:15 Adjourn