

UPAC Meeting Minutes April 11, 2012

Welcome, Announcements Candace Landwerlen, UPAC Co-Chair

- Call for UPAC Co-Chair Nominations
 - Alan has already extended term, Monique's term is done in August but UPAC doesn't meet over the summer, so we have 2 positions open
 - **Please email Candace at cjl@email.arizona.edu by 5pm on April 23rd** to submit your nominations (you can nominate yourself or a colleague)
 - Nominations can be as simple as "I nominate [name]."
 - Nominees will be contacted and asked to submit a short statement if they accept
 - Voting will take place online May 1-7; watch for a follow-up email
- In-service event on May 9th, 1-4:30pm
 - We polled the room and very few people planned to attend both the in-service and the UPAC meeting, so the UPAC meeting will be canceled and its content rolled into the in-service; we will email this info out to listserv
- Sarah Wieland Announcements
 - 18 of last 30 units in residence requirement: the ADVIP hasn't been calculating this correctly because it looks at the transfer course articulation term, which does not match the term in which the student took the course.
 - The requirement will remain on the ADVIP as text but will no longer be calculated.
 - **Worksheet to help you calculate is available on ARC website (linked [here](#))**
 - Short-term fix, relying on Oracle to help fix, probably not for 1-2 years
 - Degree Tracker: new business analyst position: will be posted within the next week. Any of the current business analysts can talk to interested in the position to describe it.
 - Sarah will be transitioning to AME advisor in 1 month; will work part-time with UITS for the next 6 weeks while Brad and Aubrey are out
 - Aubrey had twin boys, Ki and Kelen, on March 22nd
 - Brad had twin girls, Evangeline and Penelope, on April 6th

Admissions and Next Steps Dolores Machado, Senior Coordinator, Next Steps Center

- **Please see attached documents for Next Steps info and views**
- Dolores works with Drew Rosenthal on Next Steps
- All Students
 - Are directed to Next Steps in Admission letter
 - Must create Net ID first
 - Must follow steps in order, even if can see multiple (otherwise it will give them a message telling them they must do a previous step before continuing)
 - Most common error is that they don't refresh their checklist after completing steps; must do in order to see green checkmark indicating step is complete
 - Departmental contacts are listed for math, writing, language placement
 - After students matriculate, they can't change their major using Next Steps
 - Before matriculation, can change majors into all but Engineering, Architecture, Nursing, and Fine Arts (must follow their application process)
 - Some "!" indicators will not be removed until 3-5 days before enrollment appointment

- Service indicators (e.g., mandatory advising hold) will not show up until after the student has been matriculated
- When items are completed, they drop down to the green “complete” area
- Most common hold up is that they haven’t completed their statement of residency
- As of the first day of classes for the admit semester, student’s can’t access Next Steps anymore; must see departments/advisors to complete what they need
- Incoming Freshmen
 - Must complete residency classification before they see enrollment deposit link
 - Must pay enrollment deposit to register for orientation
 - Must register for orientation to see placement tests
 - Can see housing without any of the above
 - Will be matriculated 7 business days before their orientation date
 - In UAccess Administrative View
 - “Online Acad Tour Complete” will say No (it’s for transfers only)
 - “Attend Status” will read Attended when they sign up for orientation; if they don’t check in at orientation, will change to No Show
- Incoming Transfers
 - Don’t see orientation info
 - Don’t need to take math placement test (most don’t test); must review info to help them figure out what they need to do
 - Must print and read info on which test to take (includes screenshots, FAQ) before taking placement test
 - Only need to test if completed intermediate algebra or less, or if math credit at algebra and higher is 3 or more semesters old
 - Must complete TSAP and allow 24 hours to be matriculated (then term activated and given enrollment appointment)
 - If they don’t see TSAP, they’re not classified as a transfer student
 - If they’re STU 210, it will say “transfer strategies” under “admission classification”
- Readmits
 - Includes placement info, can contact office to update and mark this step complete
- Non-Degree Seeking
 - No housing info provided (but they can contact housing on their own)
 - Usually in CLAS or CALS
 - Lots of info is provided, but not a lot of steps that they need to complete
- International
 - Shows ISP contact info, orientation, and placement
 - Longer view, more info
- Placement info
 - If take math placement, students get message on what to do/what classes to take based on score
 - If place below math 100, told to review and retest
 - If place into math, reviews course options at placement level
 - 2nd language placement won’t show up until 3-5 days before orientation
 - Going online; when they take, it only satisfies placement (PL), NOT proficiency (PR) – must take test in person and proctored to fulfill proficiency requirement
 - In-person testing will eventually move to testing office and require a fee; currently it is still free and in the College of Humanities

SAS100AX/MATH 100AX/Schedule for Success Jeff Orgera and Michelle Woodward, Coordinators

- Program and course updates based on student and advisor feedback
- Math 100AX will be 7 weeks with cutoffs indicating if students can enroll in 100B for second 7 weeks
 - Registrar will not charge late add fees
 - Cutoffs to enroll in 100B will be determined after data is collected from this semester (to determine student success rates) – students will know cutoff in advance
 - If students don't meet cutoff to get into 100B, will stay in 100AX for duration of semester and take 100B in Spring
 - Math 100AX and SAS 100AX are still developmental courses = not for GPA or credit towards graduation, but count towards full-time status
 - Math 100B is 2 units of credit (would put total units towards graduation at 13 for the semester if students are eligible to enroll)
 - Graded 40% final (counts as placement), 30% mid-term, 30% homework and virtual portfolio
 - If do poorly on final (i.e., don't place into algebra), often end up earning C or D in course (but doesn't count towards GPA)
 - Still working on how to transition students from AX to B
 - 7 weeks means students will meet more often every week
 - Decided because students weren't seeing the end goal quickly enough
 - 53% of AX students have gone on to B; 3% of AX placed into 112 or higher
- Math 100AX plans to collaborate more closely with SAS 100AX
 - Cheryl (works in math placement office) will be looking for markers to indicate if students will fail AX to strategize earlier and intervene
- SAS 100AX = Math Success Strategies
 - Was graded course (not towards GPA) in Fall 2011, will be pass/fail in Fall 2012
 - Will be 50 minute sessions meeting twice per week
 - 1st session will be math strategies (how to take notes, showing work, math basics, context of how to learn math) including short writing prompts (how to use/apply strategies)
 - 2nd session will be lab session in ALEKS practicing problems with tutor and Grad Assistant
 - Should help identify struggling students more quickly
- Math 100AX tech sessions will be held in Math 101 during the first week of classes
 - SAS 100AX will support, direct students to how-to tech videos
- S4S = Schedule for Success
 - ***Please see attached pdf for a summary of the program***
 - New collaborative effort that will now include additional programming for students in Math and SAS 100AX
 - Will be elaborated on further at in-service on May 9th
 - Will include:
 - Learning specialist (4 hours over the semester) – free
 - Tutoring (a certain number of hours) – free
 - Financial aid counselor
 - Common gen ed (VSC 160D1)

- Students will be contacted in advance to let them know they are part of program (prior to orientation)
- Part of 1-year retention program to get students math-ready by Spring and have math completed before Fall of Sophomore year
- Currently available for 300 non-resident students (because of retention issues), hopefully will increase to 500
 - Currently 10-12% of incoming students place below Math 100 (~700 students), many can take Phil 110 for major (excluded), some re-test = 500 potential students (will reassess seats needed in mid-June/July)
 - Students eligible if place below Math 100
 - Auto-placed if not in Fine Arts, Humanities, SBS and Education majors not requiring beyond Phil 110; working on out-of-state pilot placement
 - Families being called individually before orientation and getting mail to let them know (except Chicago, but Mary will be there to explain)
 - Will keep communication open to students to let them know their options to get in or out of program/courses
 - Resident students might be able to take AX courses, but not participate in S4S – might be able to roll into Prodigy or another support program instead
 - International and student-athletes not eligible for AX courses due to issues with needing to be full-time; math tries to work with them in other ways
- Hoping for university backing in funding when demonstrate success with program
- **Need advisor help** to spread the word with **positive messaging** (e.g., students have the opportunity to participate in the S4S program) – makes a huge difference
 - **Advisors need to encourage students to take math early** – is a predictor of Sophomore retention and graduation success
 - Advisors can also help by **guiding students towards major earlier** to understand math requirements
- Financial aid impact
 - Very important for students to take developmental courses Freshman year or can't cover (more will be covered during in-service on May 9th)
- **Need math-competent TAs to help teach – advisors, please connect students that might be a good fit**

Tools of the Trade Candace Landwerlen, UPAC Co-Chair

- On behalf of Roxie
 - Wants to encourage everyone to create an advising syllabus before orientation
 - CES is working on one, will send out when complete
 - See NACADA for suggestions and examples
 - Can work on with Nancy Stiller (until April 30th) and Roxie for guidance
 - Please attend in-service on May 9th
- Nancy Stiller – accepted to be coordinator of Ombuds program, starts April 30th (congratulations!)
- Minors you can declare
 - Find policy on which minors can be declared by which advisors and how through ARC website [here](#).
- Dynamic Dates (Registrar website for this information is linked [here](#))





- If add a course mid-semester, can't owe money or can't add (must keep up with payment plan if enrolled) – anything overdue will put a hold on account
- Add, drop, withdraw dates are different than traditional courses
 - Can find through Registrar link or by clicking on Academic Calendar link next to the specific courses on a student's UAccess home screen
- Math 122A deadline to add is 2nd day of class
- Students and advisors can click on "Academic Calendar Deadlines" link (circled in red) in UAccess Student (on the homepage when viewing "This Week's Schedule") to view the dates for that specific course.

Academics

[My Class Schedule](#)
[Shopping Cart](#)

other academic... >>

Deadlines D2L

This Week's Schedule				
	Class	Schedule	Grade Replacement	Honors
	ANTH 160A1-001 LEC (90083)	MoWe 3:00PM - 4:15PM Phys-Atmos Sci, Rm 201		
	ASTR 206-001 LEC (83703)	TuTh 9:30AM - 10:45AM Kuiper Space Sci, Rm 308		
	ECON 200-005 LEC (54524)	TuTh 11:00AM - 12:15PM Social Sciences, Rm 100		
	MIS 111-001 LEC (60781)	MoWe 9:00AM - 10:15AM Centennial Hall, Rm 100A		

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Miscellaneous Announcements

- If students' priority registration has passed, the date will change to April 23rd (open enrollment)
- Welcome to Marcy Deweese, new PSIO advisor
- Summer applications for aid have been online, submissions haven't been reviewed yet
 - If students haven't paid Spring balance, can't give them summer aid
- If students have scholarship requiring 30 units/year (e.g., Wildcat, AZ Excellence), can take any summer session courses at UA and follow up with Scholarships office to renew when complete

SAVE THE DATE:

- **UPAC Co-Chair nominations** due by **April 23rd at 5pm** to advising@email.arizona.edu
 - **Voting** will be held **May 1-7th** online (email instructions to follow).
- Next **UPAC** meeting (May 9th) is **cancelled**
- **UPAC Academic Advising In-Service** will be held on **Wednesday, May 9th (1:00-4:30pm)** in **SUMC (Tucson-Catalina Rooms)**