

UPAC Agenda
February 8, 2017
Marley 230
9:00-10:15 AM

Welcome: Danielle Embry, UPAC Co-Chair

- We started a live stream of the meeting for UA South advisors to be able to join us now!
- We are hoping that we can post these as podcasts in the future as well

HIPAA Changes and MMR Immunization Requirements: Heather Garner, Office Supervisor of Medical Records for Campus Health

- To lift the immunization hold off for students, they just need to show they have had the two MMR vaccinations
- If students cannot locate their medical records, they can contact the Medical Records office at 520.621.4068
- They will only waive MMR for religious, philosophical, or medical reasons
 - For students who do get a waiver, they have to be educated by campus health that if there is a break out on campus, they will be asked to stay off campus until it is cleared, which can be for a few weeks even
- In regards to HIPAA, it is important to share the minimal amount of information necessary via email, since email is not a secure network
 - Please avoid attaching medical records to emails
 - Better to fax records to 520.621.9471
- If students still have immunization hold on account after submitting their records, encourage student to check their UA email

Degree Map Updates: Meredith Aronson, Manager of Integrated Advising Analytics

- Still working on updates with Civitas
- Integration for Degree Map won't happen until Spring most likely
- Integrated dashboard for advising is being worked on
 - Advisors please give input from survey Meredith sent out recently if you haven't done so already
- Advising Report cleanup is still happening which will help with accuracy of Degree Map

General Petition Updates: Mary Ellen Clark, Articulation Specialist in the Office of Academic Affairs and Dr. Barbara McKean, Associate Professor and Chair of the General Petition Committee

- There are 3 petitions: General Petition, Medical Retroactive Withdrawal, and Retroactive Withdrawal for discrimination (this specific petition you will want to speak with Mary Beth Tucker)
- Instructor statement forms are not required if student is filing retroactive GRO petition
- The General Petition is reviewed by the committee (by at least 3 people, independently), who then email Mary Ellen Clark with their decision and from there will notify the student of the decision
- For Medical Petitions, the form goes to Mary Ellen first, then Campus Health reviews the petitions and makes a recommendation based on the medical information they received;

from there the a co-chair of the committee makes decision (and usually goes with the recommendation from Campus Health)

- Will not accept partial retroactive withdraw requests except for extenuating circumstances (ie: student broke their arm and are in a guitar or dance class)
- Committee looks at instructor forms to get an idea if the student completed course or not; generally when they see the student did take the final in the course, then they assume that to mean the student did complete the course and the grade they get is what they earned
- There is a year deadline to file petition; if student is turning it in past the year deadline, they need to explain why its past the time for the petition to be taken into consideration
- Committee does not meet over summer to review petitions
- It takes about 4-6 weeks for petition decision to be made and student notified
- Always looking for more faculty to join committee so if you know anyone, pass along!
- If students want tuition refund for semester they are retroactively withdrawing from, it is a separate process
 - Students need to do general petition first
 - If petition is approved, then student would need to reach out to Bursar's Office

Second Start Update: Beth Acree, Assistant Vice President, Enrollment Management / Student Affairs Advancement

- For Fall 2016, they had 82 students apply/declare second start
 - 52 of these student completed the 12 units in Fall 2016
 - 37 of these students were granted the Second Start
 - 15 were not due to GPA requirement not being met
 - The other 30 students will be evaluated in Spring or Summer once the complete 12 units
- Registrar's Office has been lenient with Second Start forms for its first semester
- Advising reports are still being adjusted for the students who got Second Start
- When counting the 12 units towards qualifying for Second Start, they are looking at completed regularly graded coursework
- Service indicators will remain on students record once they file form; it is just the reason that will be adjusted on the indicator if they did not meet the criteria
- If student is in 12 units for a semester and gets an "I" grade, then they will consider the worst case scenario grade of an E and if the student is still at a 2.5 or higher, they will award the Second Start, if not, they will wait until the final grade is inputted; they are also still figuring out the details as scenarios come up since it is so new
- If student is admitted to UA after first day of school and would qualify for Second Start, they will make exception for student

Health Professions Week: Josephine Gin Morgan, Senior Academic Advisor, College of Letters, Arts and Science

- Stephanie Watson came in to speak about event on Josephine's behalf
- Reviewed events being offered for Health professions week (see attached flyer)

Pop-Up Advising: Jackie Rindone, Academic Advisor, College of Letters, Arts and Science

- Advising on the Mall is now being called "Pop-Up Advising" since it is not always on the Mall when they do these events

- For this semester, Pop-Up Advising will be happening Tuesdays from 11-1 from Feb. 21st-April 18th on the Mall
- Overall goal of this is to increase awareness to advising
- They will be offering a Chalk Talk Session for advisors on Feb. 16th from 12-1 at the Office of Engagement for anyone wanting to help with Pop-Up Advising
- Will send info over UPAC listserv to get volunteers

UPAC Co-Chair Election Announcement

- Start thinking about who you want to nominate (or self-nominate) for next year's UPAC co-chair (2 positions will become open)
- We will start accepting nominations March 13-24th

Adjourn