

UPAC Meeting Notes February 14, 2007

CLEP Update – Marilyn Goulden, Testing Office

- CLEP exams offer students a means of earning units and sometimes satisfying certain requirements without having to enroll in the courses.
- CLEP exams must be taken by UA students prior to the completion of 55 units. Transfer students must take CLEP exams before finishing 55 units or before completing two regular semesters at the University. Students not meeting these eligibility requirements will need a letter of approval from their College dean.
- Students can look at a copy of the Official CLEP Study Guide in the Testing Office in Old Main, Rm. 223, and it is also available online for purchase.
- Twenty-seven exams are currently accepted at UA. One new exam was recently added, Financial Accounting, which gives credit for ACCT 200.
- The Spanish exam is the most popular CLEP exam taken by UA students. If a student is enrolled in a higher level language course, s/he must take the CLEP exam during the first seven weeks to receive CLEP credit for lower level courses not already completed. CLEP policies and course equivalencies are listed in the UA catalog.
- The 90-minute computerized CLEP exams are offered twice a week at the Testing Office. The fee is \$95 which can be paid in two payments.
- Marilyn handed out a summary of CLEP procedures and multiple CLEP brochures to give to students.

Exit Counseling & Registration Outreach – Meg O'Donnell, University Learning Center

Meg described three ongoing retention projects:

Exit Counseling:

- Information is gathered through exit counseling about why students withdraw and whether they are planning to return.
- Students can also seek counseling if they are undecided about staying or leaving, need help with study skills, etc.
- Meg passed out copies of the “We’ve Heard You’re Leaving” form, a checklist for students that details contacts to make and steps to take before leaving the UA.

Registration Outreach:

- First time freshmen and transfer students will be called and also emailed to encourage them to register during Priority Registration period and to see if they need any assistance. They are encouraged to talk to their advisors.
- Postcards will eventually be sent to all UA students to encourage them to register during their priority period and to see their advisor first to plan their class schedules.

- In April, all students who have not yet registered will be called. Meg said she can provide advisors with lists of students in their majors who are not yet registered.

Outreach to Faculty for Success Net:

- Faculty who are not yet using Success Net, and faculty who are new to campus, are being contacted and encouraged to use it.

NACADA Region X Update – Ann Parker, Conference Co-Chair

- The conference is May 14-16 in Phoenix. Registration is \$115. The hotel is the Hilton Mesa East and rooms are \$119.
- Limited funding is available but must be applied for by March 15. The form for requesting funding is on the ARC website.

Communication Strategies – Alan Beaudrie, College of Public Health

- Alan described methods he has used previously in the College of Nursing, and now in the College of Public Health, to communicate with students. He noted that many students do not read their e-mail, and to convey information to them we must first get their attention.
- He created a blog on the College of Public Health web site which highlights information about the major, career options, student profiles (both current and graduates), etc.
- To get students actively engaged in reading the blogs, he offers a small prize for the student who correctly answers the most “Questions of the Day” presented daily on the web site.
- The College of Nursing also has a blog for their online Masters and Ph.D. programs which focuses primarily on recruiting. It defines the program and showcases various faculty and students so that prospective applicants will know if they are a good “fit.” So far it has been very successful in improving the type of applicants they get, and it helps distance students feel more connected to the College.
- Alan gave out a “Resources for Technology and Student Services” handout and student assessment results for his blog.

DARS Update – Celeste Pardee, Office of Curriculum and Registration

- DARS SAPRs went live in March 2006, nearly one year ago.
- A DARS Information Exchange meeting is scheduled for Friday, 2/16/07, 9:00 a.m., in the Workshop Room of Career Services. Members of the DARS Team will provide updates on DARS SAPRs and address questions, concerns and suggestions. Additional meetings will be scheduled in the future.

Undergraduate Council Policy Proposals – Celeste Pardee

- **APPROVED:** The GRO policy revision was approved to accommodate courses taught at UA South with a V prefix. Students from either campus can take courses marked as equivalent. Slightly over half of the UA South courses evaluated so far are considered equivalent to UA courses, so students need to check the catalog course descriptions to make sure the courses are considered equivalent.
- **NOT YET APPROVED:** Grade appeal policy is currently under review: Faculty members are concerned about some of the grade appeals students are filing. They feel the need to define what is or is not a valid reason to appeal.
- **NOT YET APPROVED:** The Graduate College has proposed a change to their “incomplete” grading policy. Instead of turning “I”s into “E”s after one year, as current policy dictates, they propose that these grades remain permanently as “I”s after a year has passed. This is not being considered for undergraduates at this time. Problems might occur, however, when an undergrad takes a graduate class and gets an “I” grade. Whose policies should be followed? If approved, the guiding principle (though not a policy) would be the course in which the student is registered (be it grad or undergrad) and not the status of the student.
- **NOT YET APPROVED:** The Undergraduate Council has proposed that catalogs expire after eight years. College deans have requested changes to this proposal, so the issue remains under review and discussion.
- **NOT YET APPROVED:** Policies for Individual Studies: The Task Force on Independent Studies has presented a proposal to Undergraduate Council, and it is being reviewed and discussed at the sub-committee level at this time.
- **NOT YET APPROVED:** At the February meeting, the University-Wide General Education Committee (UWGEC) voted unanimously to allow the TOEFL to be used to satisfy second language proficiency. The recommendation by UWGEC will now move to the Undergraduate Council for further review. There is no change in the current policy until this proposal is approved by the Undergraduate Council and Faculty Senate.

General Announcements

- Roxie Catts introduced Melissa Faulk, the new Administrative Associate for the Advising Resource Center.
- Barbara Elguta, the new Pima/UA Transfer Facilitator, introduced herself.

Next UPAC Meeting: March 14, 2007

