

## **UPAC Meeting Notes**

**September 10, 2008**

### **General Announcements**

Nominations for a UPAC co-chair will be taken in October.

### **Evening and Weekend Campus - Diana Rix**

They support students in earning a degree outside regular business hours. The classes the students take are usually in the evening.

One of her challenges is to make sure students know she is there and that she is holding seats in evening and weekend classes. She holds seats for a week or two before the start of the semester.

They will start a seat allocation policy, i.e., students need to show a need in order to take evening classes.

#### Questions:

Is there a differential tuition for evening and weekend classes?

-No

Can the reason they need to get into weekend and evening classes be because they can't find seats in classes during the day?

-Yes, but they will have to be placed on a waiting list.

### **ARC Updates and Advisor Certificate of Excellence Overview - Roxie Catts**

-Roxie demonstrated where on the ARC website to find major information sessions ([http://advising.arizona.edu/ad\\_policy\\_major.php](http://advising.arizona.edu/ad_policy_major.php)) as well as where to find the list of events ([http://advising.arizona.edu/ad\\_resources\\_seminar.php](http://advising.arizona.edu/ad_resources_seminar.php)).

-ARC Student Advisory Group – UAAC members recommended one student from their colleges. The group meets infrequently. They discuss issues such as the recommendation to modify GRO, course repeat, and class standing policies.

-Undergrad Council – This is chaired by George Gehrels. He wants to hear from the broad community about potential changes to policies. He has spoken already to UAAC and wants to come to a UPAC meeting.

-Orientation 2007 - Next week is the first OAC meeting. Roxie and Alan went through orientation in the roles of parent and student. There was discussion about the need to strengthen and emphasize the message about academic advising at NSO. There are too many competing messages that students experience information overload.

Comment – Day 2 should not be called academic advising anymore, because that does not really happen. It should be called registration.

-December 16 In-Service – Please submit proposals for presentation to the ARC email (advising@email.arizona.edu) by October 6<sup>th</sup>. More information is on the ARC website (<http://advising.arizona.edu/Symposium%20Announcement.pdf>).

## **Arizona Assurance Program – Arezu Corella**

This program supports students from families who earn up to \$42,400 per year.

Students are supported with grants, scholarships, and work study. 599 students are enrolled this year. It is a type of financial aid program.

Arezu's goal is to find out where students are going for assistance (meeting with academic advisors, Career Services, etc.). She is asking for assistance with that. On the 21<sup>st</sup> day a list will go to UAAC representatives and they will distribute the names of Arizona Assurance students to advisors. Please let Arezu know if they have met with you.

Some of the things they are providing to students:

-Online presentations

-A monthly newsletter that highlights resources

-A student intern whom they can reach at any time if they have questions or concerns.

To stay in the program, students must complete 24 UA units per academic year and have at least a 2.0 GPA.

### Question:

Does Pima math count towards the 24 UA units students must complete?

-No

## **In-Service: Putting Together a Proposal and Presenting at a Conference – Nancy Still and Deb Marlow**

The audience will generally not be comprised of UA people so have a broader perspective.

### **Writing the Proposal:**

- Comply with the instructions
- Relate what you are going to present with the conference theme
- Define your goals and questions you want to answer
- Define what your presentation format will be
- Develop your own format for writing proposals and stick with it

### Questions:

Are there any examples of proposals available?

-Yes, on the NACADA website (<http://www.nacada.ksu.edu/>).

### **Presentation:**

Three Types of Presentations:

1. Research-based
2. Theory-based
3. Experience-based (what you are doing with your programs)

- Know your audience. Do an assessment by asking what they hope to learn in the presentation.
- Avoid titles that are too connected to the conference's theme. It should be the "right" title more than a gimmicky title. It should describe the subject of the presentation so that everyone understands it. Some people do not appreciate "cute".
- Connect the presentation to a particular issue in advising, such as the use of technology or how to work with the under-prepared student.
- Decide whether to present alone or with someone else. Doing it with someone else is advisable for your first presentation.
- Engage the audience. Ask a question and have the audience talk about it (pair people up to discuss the question and then report to the group). Be careful, however, and do not make the audience do all the work. They are there to get new ideas from you.

**Question to Audience – What has kept you from submitting a proposal, if you have not done it?**

- Time
- Being able to afford to go
- Questioning my own experience
- Picking the right conference to go to

The in-service here on December 16<sup>th</sup> will mimic national and state conferences, so it would be a perfect time for people who have not presented before to do so.