

UPAC Agenda
January 18, 2023
8:45 AM -10:00 AM

Welcome: UPAC Co-Chairs

8:45 am to 9:00 am: **Advising App:** Meredith Parker & Audrey de La Rosa

- Advising Application
 - A mobile app that is integrated with catcloud for them to complete a variety of tasks across campus.
 - Also collaborating with the Trellis Team
 - Students will earn points for completing tasks (i.e: enrolling in classes during priority registration, think tank, workshops, etc.)
 - Students will earn scholarships or meaningful prizes (i.e: cap/gown for seniors).
 - Focus group for the Spring 2023 semester to determine what students need and want for the reward structure.
- Team:
 - Meredith Parker
 - Audrey de La Rosa

9:00 am to 9:30 am: **FERPA Refresh:** Amanda Gluski & Michael Davenport

- FERPA 101 – online training
- Education records include any information or data recorded (i.e: grades, SID, Financial Aid, courses completed/taken, etc).
- Authorization for Release of Information
 - Takes about 1-2 business days to be posted on students' account once the Registrar's office has received it.
 - Can see who is authorized and timeline on UAccess by clicking on the "star indicator" → click on CIR link and it will provide all information regarding the release of information.
 - Long term use is maximum of 5 years.
 - When students send the form via email from their official UA email address, a signature is not required as verification is through their email.
 - If a student is under the age of 18 years – parent affidavit form is required (student does not need to request, it)
 - In the future, PDF forms will be changing to an online digital form to request their information of release.
 - Verbal approval from the student is sufficient to release information during advising appointments – best practice for students to still complete the release form.
 - If sensitive information was released on accident – please contact the Office of the Registrar to investigate.
 - Advisors are not required to share information if subpoenaed, must be redirected to the Office of General Counsel.

- Sharing student information with instructors
 - Be mindful of what information you are sharing with instructors and if it is applicable.
 - Do not gossip or share information that does not impact the course/instructor knowledge.
 - Use your best professional judgement.
- Directory Information
 - Directory information can be released without an information release on file.
 - Students can restrict directory information; you can view this in the bio/demo data on UAccess.
- Best practices for virtual advising!
 - Be in a private space, use headphones and use approved secure tools (D2L/Box/Zoom).
- For questions, email Reghelp@arizona.edu.

9:30 am to 9:45 am: **SBS Programs:** Laura Owens & Chris Cruz

- New Minor: NO GPA requirements for these minors
 - JEDI Minor (Justice, Equity, Diversity and Inclusion)- interdisciplinary minor and any advisor can declare
 - <https://sbs.arizona.edu/jedi-minor>
 - Available for Azonline
 - Southwest Studies minor – any advisor can declare.
 - <https://swc.arizona.edu/sws-minor>
 - Consciousness studies minor – interdisciplinary studies minor and any advisor can declare.
 - <https://sbs.arizona.edu/minor-consciousness-studies>
- Pre-Law Thematic Minor is now housed in SBS
 - Any advisor can declare (Chris Cruz & Laura Owen are the advisors)
 - Prelaw advising is still in The A Center, however, the pre-law thematic minor is within the college of the SBS for advising.
 - Do not need to have a pre-law thematic minor or major in Law to work with the Pre-Law Advisor (Laura Novotny) in The A Center.
 - The Pre Law-Thematic Minor has more course options for minor requirements.
 - 6 classes total (4 classed upper division) and must be in different categories.
 - <https://sbs.arizona.edu/pre-law-thematic-minor>
 - Goal is to be added to Azonline
- Declare any SBS major and minor.
 - Most majors have an online format to request a change of major.
 - <https://sbs.arizona.edu/declare-your-major>
 - <https://sbs.arizona.edu/minors>
 - About 75% of the sbs minors do not require a 2.0 to declare
- Generalist/Transition Advisors
 - Chris Cruz and Laura Owen work with undecided students within SBS

- They work with students transitioning into a major within SBS.
 - Any advisor can change a student's major to no major selected in SBS.
- Coming to Azonline in Fall 2023 – Criminal Justice Studies
 - Some classes currently available but not all
 - Point of contact/advisor: Shery Crater
- Drop in SBS advising!
 - In person in the Bear Down Gym from 12PM -2PM every Wednesday on the 1st floor in the SBS lounge, room 106.

9:45 am to 9:50 am: **Guatemala Spring Break Service Learning Trip:** Daisy Reyes

- Hosted by the Eller College of Management but is open to all undergraduate majors.
- Students do not need to know Spanish to attend.
- Travel to nearby villages to work on projects to include access to education.
- The price is \$1,950, including air fare, travel, meals, and housing.
- Spring info session is an opportunity for students to learn more about the program but is not required to apply:
 - In person: January 18th
 - Zoom: January 24th
- <https://eller.arizona.edu/programs/undergraduate/global-programs/guatemala-service-learning>
- Deadline to apply: January 30th.

9:50 am to 9:55 am: **Wrap Up Announcements:** Sharon Aiken-Wisniewski Nicole Gonzalez

- Developing Campus Wide Mission, Vision & Student Learning Outcomes for Academic Advising – any advisor can attend!
 - February 3rd (in person)
 - Small breakouts group to collaborate and work on mission, vision student learning outcomes.
 - February 10th (online)
 - Small breakouts group to collaborate and work on mission, vision student learning outcomes.
 - The goal is to provide input for foundational documents and continue working on the advising mission statement and connect with colleagues.
 - Please reflect on your advising experience
 - Why is this important?
 - Informs stakeholders about academic advising, opportunity to connect with campus colleagues and inform assessment projects for academic advising!
 - Invitation to sign up will be sent from the UPAC.
- Student Engagement & Career Development Reminders
 - <https://career.arizona.edu/>
 - Helpful for students who need career support. Students must activate their handshake account to maximize their opportunities (netid+password to log

- in).
- If students need assistance with handshake, career opportunities, internships, please refer to LifeLab.
- Contact: Luis Castillo
- Lunch & Learn
 - Friday, January 20th (12:00pm-1pm through zoom) – Tips/Strategies for writing proposals
 - Monday, January 30th (11:30am – 1pm through zoom) – QPR Training

Adjourn

Link to join via ZOOM: <https://arizona.zoom.us/j/87825743204>

- Please virtually log in with your first and last name so we can track your attendance :)

UPAC Co-Chairs for 2022-2023 school year

- Grace Hurd - gbpatterson@email.arizona.edu
- Jennifer Koehmstedt - jrk1@email.arizona.edu
- Keisha Fuller – kfuller@email.arizona.edu
- Briana Scott MacNeil – sheafferb@email.arizona.edu

*To request to present at a future UPAC meeting, please email the UPAC Co-Chairs

**To get added to the UPAC listserv and receive UPAC emails, email the [Advising Resource Center](#) (ARC) at advising@arizona.edu

***UA Advisors can send relevant emails to the UPAC listserv by emailing:
UPAC@list.arizona.edu

*Do you have a new elective course to announce? Use our new [Elective Course Announcement Form](#)! See the results [here](#). **REMEMBER:** This is only an advising tool and should not be shared directly with students. The schedule of classes remains the official listed of course information.*