

# Council for Undergraduate Academic Advising (CUAA)

October 21<sup>st</sup>, 2016

## Agenda

### **I. Welcome**

Meeting called to order by Hazel.

Attendees: Lili Solorzano, Honors College

Jody Glassman, Admissions

Valeria Morgan, UE BBC

Jamie Perez, NSE

Gabriela Esteves, Transfer and Transition

Helen Gonzalez, SAAC

Ivana Rodriguez, Advising Technology

Elizabeth Carrillo, UE MMC

Hazel Hooker, FYP

Jacky Diaz, CASE

Rosa Ore, SIPA

Mario Sanchez, Engineering

Wendy Kutchner, OneStop

Amy Kay, Orientation and Parent Programs

Caitlin Dooley, Study Abroad

### **II. STEP Program**

Jody Glassman- representative

Personalized pathways and 10 things to know handouts distributed:

Supported Transition to Excellence Program (STEP): Offered in early fall or fall. First year at FIU enrollment in step, they will be limited in credits enrolled. First semester limited to 7 hours with SLS mandated.

Second semester limited to 11 credits with UE practicing intrusive advising, required to be exploratory students, with advisor

recommendation for when student will exit STEP and move on to major.

Enrollment will be restricted in PantherSoft where they cannot enroll for

more credits than the program requirements allow. Students still need to earn 30 credits at the end of the academic year to keep on-track towards graduation with 2.0 or above. If satisfied, they will be given \$500 towards their next academic year. Can live on campus, financial aid will be leveraged to assist student even though they are not full-time. Athletes and international students cannot participate in STEP. Once admitted, they will have to attend specific STEP orientations and given a specially branded STEP welcome kit (will look more or less the same as the one that other students will receive).

Once they are offered admission for STEP and accept admission, they are in the program and cannot opt-out unless they do not come to FIU at all.

Suggestion of a pop-up like (like Athletics or Honors College), that will tell advisors who are in this program to ensure that majors are not changed unless there is a consensus.

Students may be placed into STEP through admissions, or apply directly to it.

Plan for approximately 700 students in STEP beginning Summer 2017 (17/18 school year).

### **III. Progress Toward Degree Procedure**

90 credit degree check- Jacky led discussion

There was a meeting wherein there was a discussion of placing the hold, the timeline, etc. CARTA stated that they were not aware of the hold being placed until the students started coming in. Placed for students with 90 to 105 earned credits.

Jacky requested for each unit to talk about how they are dealing with these holds.

Jacky provided numbers of how each unit was affected by this hold.

Business-1084 PDC holds

CASE- 2,006 holds

Engineering-609

Exploratory-39 holds

CARTA-519 holds

SIPA-689 holds

CASE has met with their advisors and created templates for handling

SCJ is offering group advising and webinars to remove holds as most students have been advised due to pre-graduation checks with the needed conversation.

Business gave advisors lists of students and instructed advisors to include detailed advising notes for each student.

Engineering students are just coming in. There is no set plan.

Jacky has query that shows all holds that can be broken down into RWP, RVS, PDC holds cross-listed with those who have applied for graduation (there are a number of students who have the PDC hold who have applied for graduation and shouldn't have this hold). Expressed concern that advisors will not be able to properly advise the volume of students before enrollment opens. Offered recommendation for a targeted range, maybe 90 to 100/102 credits to allow advisors to really target these students. Expressed concern about the various initiatives that mandate advisor-student contact and the expectations on the advisor therein.

Valerie suggested a greater leveraging of technology. Possibly a module or something that students have to complete that could have the hold removed.

Angela suggested that GPA be included for the criteria when determining when PDC holds.

#### **IV. Success Navigator Results/Procedures**

Hazel- asked the units what they are doing with the success navigator results

Jacky-CASE planned to reach out to those who scored Low on both sections. Advisors would reach out and set up individual appointments. On hold for now. Also looking at students with high academic and low scores on retention (“flight risk students”) who are more likely to leave FIU.

No other units have begun dealing with the success navigator outputs.

Hazel- Within the student success cabinets for each unit, talk about how the output can be used

Jacky- wants cross-collaboration or subcommittee with CUAA; hold workshops about how conversations with students can be had

#### **V. Fall Advisors’ Forum – Recap**

Hazel- Comments on fall forum workshop: requested information on how to turn information from AIM into practical application; Request for info about different college and advising department for each Unit.

Jacky discussed a need to pick back up the redirection trainings.

College of Business offered a first Friday option where they give tours to the community and answer questions; advisors can attend as well if they want to learn more.

Paige suggested a panel where knowledgeable advisors could work on a panel where advisors can come to session of panels with advisors from

the major units/departments to speak about their programs and ask questions advisor to advisor.

Hazel requested that units do more to recognize people in the units for advising awards next year. Have your advising team be proactive about meeting and nominating to increase access and diversity to the awards. A small number of nominations this year with only some units participating.

Hazel suggested that an email with the winners of the advisor awards be sent out to the entire FIU listserv. Waiting for Charlie's answer.

Mario suggested that a strong advisor who works very hard but is not flashy or very involved in things outside of their workload be recognized (like a presidential salute) for each unit on a monthly basis.

## **VI. Spring Advisors' Forum – Planning**

Hazel- Earlier in semester, different year's past. Looking for volunteers for day-of setup or in advance. Lots of volunteers needed. Bake Wars theme with Harry Potter theme for decorations for Spring 17 forum.

## **VII. Subcommittee Updates- None**

- Policy
- Technology
- Transfer
- Online

## **VIII. College/School Updates**

Wendy: Onestop- all spring registration dates have been sent out to students except for graduation and fall mini term.

Nov 1.- Priority (INCOMPLETE)

Nov. 8- Seniors and Grad Student

15- Sophomores

November 29- Freshman?

Jacky- second degree graduation application can't be done through MyFIU. Asked what's the process for that

Wendy- better to send the email from advisor to [graduation@fiu.edu](mailto:graduation@fiu.edu) to request the second degree application be submitted. Petition form has been redrafted based on advisor feedback from last meeting. Will send out for review and any additional suggestions for tweaks.

Honors College- Do not turn students away from graduating if they have Honors College courses pending. Considered making it certificates but it is difficult. All honors college across Florida are being affected by the squeeze on excess credits.

Paige asked how does CASE work with students who feel that they should be allowed to change major, or add minors, etc., for the most part they let them in to the major. If student does not want to change, they have to meet with an administrator. Lay out the details clearly and explain what it requires to be part of that major honestly and openly.

## **IX. Friends of Advising Updates**

Graduate Admissions- Nanette Rojas on behalf of Office: Open House on November 7<sup>th</sup>. Disseminate information to students and staff about Open House. Information for masters and doctoral programs. Florida Association of College Registrars and Admission Officers conference whereby administrators and legislators sitting at the table where they discuss the upcoming legislation related to higher education.

FLACADA- Conference at FAMU in May 2017. Possibility of FIU hosting 2018 FLACADA. Helen's term as Chair is ending in May 2017. Wants FIU persons to

Orientation- Amy: Panther Camp and Peer Advisor Recruitment, Information sessions required for applicants. Will be sending out the "Korrin Email" in reference to upcoming transfer orientation at MMC November 4<sup>th</sup>.

Caitlin Dooley-Office of Study Abroad: November Study Abroad Fair International internships for academic credit- has to work through the Office to go through pre-departure process, getting health insurance, safety and security. Need to be directed to Study Abroad Office before leaving.

NSE- recruitment next weeks begins through February 2017. Information sessions being sent to CUAA. Preferred to come to information session instead of meeting individually with Jamie.

Valerie- Shut Out Trafficking Week is week of November 14<sup>th</sup>.

Transfer- Homecoming Parade participation with FIU Connect 4 Success students. Will walk in parade.

### **Mark Your Calendar!**

**Next Meeting:**

Friday, November 18<sup>th</sup>, 2016  
2:00pm – 3:30pm  
SASC 428

**Spring Forum:**

Friday, February 17<sup>th</sup>, 2017  
9:00am – 5:00pm  
GC Ballrooms