

ACADEMIC ADVISING COUNCIL AGENDA

Thursday, February 23, 2017

3:30 PM - 4:50 PM

BOCA: NU202; DAVIE: LA139; JUPITER: SR268; FT. LAUDERDALE: HEC608

Opening

- A. Admissions Update
  - 1. Admissions Enrollment Update
  - 2. Choose FAU Days
- B. Orientation Update
- C. University-Wide Updates-Dean Pratt
- D. Registrar's Office Update

\* Screen saver to listserve  
\* list serve Admissions #'s  
for Event Dates.

Old Business

New Business

- E. AAC Voting Bylaws Update-Angel Nevin
- F. FLACADA 2019 Conference Update-Kelly Roy
- G. Starfish Flags-Abdula Newman

33% ~~50~~ overall  
yield - SU/FA

\* Angel voting bylaws to  
list serve.  
ppt + doc

Attachments

None

\* ABDULA  
Starfish  
training

\* Clean-up voting members  
list

✓ \* Interest Survey FINANCIAL  
list serve

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**Opening**

**A. Admissions Update**

**1. Admissions Enrollment Update**

- i. SAT/ACT score requirements have increased slightly for incoming freshman. Currently an average score of 26-27 ACT. Last year, the GPA requirement was increased.
- ii. For students choosing a major in College of Engineering and Computer Science and College of Science, the freshman admission requirements are now different. Admissions is looking at science and math courses taken in high school for admissions requirements. It takes more time to review each student with a major in these colleges. For students who don't meet the new College of Engineering and Computer Science and College of Science admissions requirements, they have either changed their major or been denied admission to the university.
- iii. Tuition deposit is now required for transfer students-\$100. This is not a new fee, it is a deposit that will be applied to their tuition for the Fall semester. Students must pay the tuition deposit before they can move forward with other steps in the onboarding process (orientation, advising, etc). Student have been notified of the tuition deposit requirement in their admissions letter and via email. A communications plan was developed to inform admitted transfer students of the deposit requirement. The information is also posted on the Admissions website. The tuition deposit is due August 1 for Fall 2017 transfer students. There is no tuition deposit for Summer admits, this applies only to Fall admits.
- iv. FTIC admits: Summer 2017-2286, Fall 2017-5031, Spring 2018-338
- v. Transfer admits: Summer 2017-491, Fall 2017-236. Deadline to apply for Summer 2017 is April 15, Fall 2017 is July 1
- vi. Last year President Kelly called 2000 students-Campaign known as "The Presidents Phone Book". He is completing that campaign again this year. He started his phone calls this past Friday. Part of the campaign involves scheduling VIP visits for 4.0 GPA students. These students are mostly STEM majors but this year include majors from other disciplines such as also Arts and Letters and Business. College of Engineering and Computer Science and College of Science have developed strategies for scheduling these visits to reduce the impact on their workload. One of these strategies that they are trying this year is to schedule these visits on certain days/times so that they can give the tours in groups as opposed to scheduling individual tours for each student.
- vii. Early Start program is being discussed for this upcoming year again but is not finalized yet. Last year's Early Start class showed a positive retention rate from Fall to Spring.
- viii. Owls Pathway program will start this year. 46 students are selected to participate. They will live on campus in residence halls at FAU in their first year but take all classes in first year at PBSC. They will then transfer to FAU to complete the remaining 3 years of their program of study. This program is only open for certain majors to start: Psychology, Criminal Justice, and Exercise Science.

- ix. Florida Connect Program-46-48 out of state students who are already in the Fall 2017 cohort will be identified to participate in this program. Specific outreach will be made to these students to help increase their connections to campus/South Florida.
- 2. Choose FAU Days
  - i. March 24: 77 students registered , April 14: 46 students registered
  - ii. Open House April 1: 119 students
  - iii. Details on these events are upcoming as they are finalized.
- B. Orientation Update (Christiana Carnot)
  - 1. Transfer orientation reservations are now open-students can reserve their orientation date. However, they cannot access the pre-orientation until March 20. Pre-orientation module must be completed online before coming to campus. Advising sessions still planned for 1pm.
  - 2. In future, Canvas will be used for pre-orientation module for all new FAU students. Contact orientation if student is having trouble accessing or completing the module.
- C. University-Wide Updates-Dean Pratt
  - 1. ALEKS Update
    - i. New math placement will start within the week called ALEKS PPL. There is a \$15 charge for the exam. Students are allowed 5 attempts for that price. Between each attempt, a prep module is recommended. The prep module is a 10 hour module.
    - ii. Cut scores have changed because the exam is different and they will be posted on a new website in next few days.
    - iii. Every attempt of ALEKS must be proctored. The first option is to come to testing and evaluation center on FAU campus. Testing times/dates will be posted on the testing and evaluation website. For testing at FAU testing center, students must sign up in advance. Walk-ins will only be taken on a space available basis at the discretion of the testing center staff. There is no extra charge for proctoring at FAU testing center.
    - iv. In addition, arrangements are being made for remote proctoring. Remote proctoring involves allowing students to take the exam at home with web cam and other technology to monitor student as they complete the exam. Remote proctoring is not expected to be up and running for at least 2 weeks. They are still working out details on that. For remote proctoring, there would be an extra \$12 charge for each attempt.
    - v. Out of state students can use remote proctoring or they can go to a testing center nearby and make arrangements with our testing office. Typically there is a charge of at least \$35.
    - vi. ALEKS PPL will be required for all students taking a math for the first time with no equivalent college level math coursework completed. Students must take ALEKS PPL before completing OARS and attending orientation. If they have earned math credit already-they do not need ALEKS.
    - vii. Registrar's Office is working on updating pre-requisite checking for Math courses. Summer pre-requisites will include old and new ALEKS scores; Fall will only include new ALEKS scores. New ALEKS PPL scores are valid 8 months prior to the start of the semester students plan to take math.
    - viii. Going live in house version of ALEKS PPL hopefully by next week. Remote proctoring might take longer.

- ix. OIT is looking to have ALEKS results uploaded to Banner multiple times a day to get results quicker.
  - x. Questions related to new ALEKS PPL should be directed to Dean Pratt.
2. Summer 2017 Jump Start-this year we will be strategic with course offerings. Courses will be grouped according to major. For students majoring in Business, Science, or Engineering/Computer Science, if they place into MAT1033, they will be required to take MAT1033 as part of Summer Jump Start. For students majoring in Engineering/Computer Science, if they place into MAC1105, they must take it as part of Summer Jump Start. The hope was to have all Summer Jump Start students who place into MAT1033 take it but FAU cannot accommodate that at this time. There will also be more offerings of ENC1101 for Summer Jump Start. The program is becoming a little more rigorous this year.
  3. It is very likely that the state metric will change from a 6-year graduation rate to a 4-year graduation rate. As a result of this anticipated change, a list of 2013 cohort students who are within 6 hours of 120 hours have been sent to colleges. SharePoint file will be sent to directors to reach out to these students and identify if they can graduate over the Summer and what they need to be able to do so. FAU has an average 4-year graduation rate of 25% but right now sits at an anticipated graduation rate of 19% without Summer. Currently in the bottom 3-4 in the state. This also means that we cannot afford for incoming freshman to be part time and will need to be stricter on this policy.

**D. Registrar's Office Update**

1. Must declare holds placed today. Emails went out to students today. Registrar's Office will send the master list to college advising directors so they know what students have these holds. Holds placed for students who are in "Pre" majors with 60+ credit hours earned and students who are "Undecided" who earned or are in progress with 45+ credit hours.
2. Change of grade workflow-There were a number of issues with this workflow process at the end of Fall 2016. The process slowed down further due to holiday break. Registrar's Office and OIT are working on removing chair and dean approval from the workflow to help expedite the process. This applies to the electronic process. If faculty do not do it online, the paper form still requires chair and deans signature.
3. Registration-Banner XE. Spoke at a previous AAC meeting about pending changes to the Banner registration system. First changes will be tested with registration Summer/Fall 2017. Honors college students are the beta test group for these terms. Testing will begin with March 27 start of registration. The intent is to roll out changes for all students for Spring 2018 registration in October.
4. DARS-Dave Morgan updating all programs. Courses not degree applicable may change in DARS.
5. Catalog consultant will be brought in to look at the FAU catalog. SACES 5 year certification is up soon. Any concerns about catalog-email Brian Hodge.
6. Academic calendar 2017-2018 is changed begin week on Saturday instead of Monday. The fast track programs requested this change. The change only applies to Fall and Spring semesters, Summer still begins on Monday. Fall break days mid-semester were removed and added to end of semester as reading days. Tentative 2018-2019 calendar is online as well.
7. Working on putting the non-degree seeking application online. Right now, the form is a paper form. First stage is to put the form online and connect that to the payment system. No start date yet-aiming for Fall.

8. Change of curriculum process uses forms now. Currently mapping out a workflow process and working with OIT to look at putting that process online.
9. OIT is looking at how excess hours is calculated. We went back and looked at excess hours requirements to ensure we are meeting the statute. Changes are currently being finalized. Previously, "Undecided" majors and "Pre" majors were given a pass because the state statute says hours are calculated based on admission to a degree program. That was not entirely accurate so we are now developing calculations for "Pre" majors and "Undecided" majors. Statute allows for the exclusion of double majors/double degrees- working on fixing that calculation as well. For major changes, student will get the advantage if switching to a major with a higher number of credit hours. Graduate coursework at 5000 level will count in excess hours if counting toward undergraduate degree.
10. Clarification: Courses taken prior to matriculation do not count in excess hours calculations.
11. Registrar's Office will return with excess hours updates once they are finalized. Excess hours table still on bottom of unofficial transcript.

#### **Old Business**

#### **New Business**

##### **E. iDeclare Week**

1. College-wide effort to get students to declare their major. This year it is scheduled for the week after Spring break. Screen savers for computers and lobby monitors will be sent out to the list serve to help promote iDeclare week.
2. Colleges: let UAS know of any activities you are sponsoring that are geared toward first and second year students so that we can promote those on our social media.
3. UAS events include a Grab and Go breakfast in the residence halls, spin to win trivia, Know Yourself, Know your Major, and a Career panel. Promotional video for iDeclare week put together by the UAS Social Media Intern was shown at the meeting.

##### **F. AAC Voting Bylaws Update-Angel Nevin**

1. The AAC Voting Bylaws Committee is proposing additions to the AAC bylaws to avoid pitfalls of last election cycle.
2. Voting members present at the next AAC meeting scheduled for March 23 at 3:30pm in NU202 will vote on amendment.
3. The proposed amendment will be sent to all voting members to review before the next meeting. Voting will be on the entire amendment as a whole-not individual components of the amendment.

##### **G. FLACADA 2019 Conference Update-Kelly Roy**

1. Kelly is on FLACADA steering committee as at large member. Several roles are open on steering committee now. Information regarding nominations for these open FLACADA positions was sent to the list serve last week.
2. 2017 FLACADA Drive-In conference is at FAMU in Tallahassee on May 5, 2017. \$50 registration fee includes 1 year membership to FLACADA for May 1-April 30, 2018.
3. FAU has been asked to host the FLACADA 2019 Drive-In conference. This was initially introduced at the November 2016 AAC meeting. In order to commit to hosting, Two things are needed to commit to hosting the

## **Voting Bylaws Committee Recommendations for AAC**

**02/23/2017**

Proposal to add information to Section III: General Procedures

### **F. Nominations**

The candidate nomination(s) period extends for one calendar month.

Nominations can only be made by current voting members of the AAC.

Voting members should submit nominations in writing to the current AAC Secretary only. In the case that there is not a current AAC Secretary, the Chair of the AAC may appoint one as stipulated in Section III, Item E.

Each nominee will be notified of his/her nomination upon close of the candidate nomination period.

Each nominee will have 1 week (7 days) after the nomination notification to accept his/her nomination.

Individuals can be nominated for more than one position but can only accept the nomination and run for one position.

### **G. Voting Procedures**

Voting members will receive nominee information no less than 2 weeks prior to the start of the voting period.

The voting period length is 1 week (7 days).

Voting will take place exclusively electronically by secret ballot.

### **H. Voting Results**

In an election with 2 candidates-the winner will be determined by plurality.

In an election with more than 2 candidates, winners will be determined by plurality.

In the case of a tie, run-off elections will take place until one candidate receives plurality.

Run-off election(s) voting will run for a period of 1 week (7 days).

Run-off elections will continue until a winner can be determined by plurality.

Footnote 1: Plurality is defined here as a number of votes cast for a candidate in an election of one or more candidates that is greater than the number cast for any other candidate

## Voting Bylaws Committee Recommendations

Presented by:  
Anget Nevins

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### To amend, change, add or delete language to the Bylaws:

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- ▶ 1. The proposed amendment will first be announced and discussed at an AAC meeting.
  - ▶ Current Amendment: Announced today, February 23, 2017
- ▶ 2. At the following meeting, the issue will be voted on. A majority of voting members in attendance at the second meeting will decide the issue.
  - ▶ Current Amendment: To be voted on March 23, 2017

Special Thanks  
to all Committee  
Members

ANDREA MORLINI  
JASMINE BRIGGS  
REUBEN FERGUSON  
YVETTE GLASGOW  
KIRK HAMMOND

Flag	Who Raises	Why	Who Receives	When Resolved
Attendance Concern	Instructor or TA (via survey in week 2 of the semester. Can be raised independent of a survey.)	Used to inform students about poor attendance. An email is sent to the student encouraging them to see their professor and/or academic advisor.	Student and Primary Advisor, College Advisor, and Housing and Residence Life	<p>Weeks 3-4: Advisor reaches out to student twice to resolve the flag. If the student does not respond, the flag is resolved with comments. If the student is in housing, a housing flag is raised asking that the student be referred to the advisor or office.</p> <p>Weeks 5-16: Flags raised during these weeks are resolved by Housing and Residential Life if the student only has 1-2 flags. If an academic advisor meets with a student during this time they are encouraged to discuss and clear the flag.</p> <p>Weeks 3-4: Advisor reaches out to student twice to resolve the flag. If the student does not respond, the flag is resolved with comments. If the student is in housing, a housing flag is raised asking that the student be referred to the advisor or office.</p>
No Show	Instructor or TA (via survey in week 2 of the semester. Can be raised independent of a survey.)	Used to inform students about poor attendance. An email is sent to the student encouraging them to see their professor and/or academic advisor.	Student and Primary Advisor, College Advisor, and Housing and Residence Life	<p>Weeks 5-16: Flags raised during these weeks are resolved by Housing and Residential Life if the student only has 1-2 flags. If an academic advisor meets with a student during this time they are encouraged to discuss and clear the flag.</p>
Housing Outreach	All offices with access to Starfish	Request for housing to reach out to a student for a specific reason. Comments are required.	Housing and Residential Life	Resolved by Housing
Housing Outreach for ACCESS	ACCESS Coaches	Request for housing to refer a student to to their ACCESS Coach. Usually raised after ACCESS has attempted student outreach.	Housing and Residential Life	Resolved by Housing
In Danger of Failing	Instructor or TA	Used to inform students about poor attendance and encourage them to see their professor and/or academic advisor.	Student and Primary Advisor/College Advisor	Resolved by advisor during a meeting with the student or by student outreach. After two attempts across 1-2 weeks the advisor can close this flag and raise the housing outreach flag if the student resides in housing.
Mid-Semester Grades	Starfish Administrator	Raised for students with grades of C- or below.	Student and Primary Advisor/College Advisor	Resolved by advisor during a meeting with the student or by student outreach. After two attempts across 2 weeks the advisor can close this flag and raise the housing outreach flag if the student resides in housing.
Not Returning	All offices with access to Starfish	<p>Raised to notify IEA that the student will not be returning to FAU. If the student indicates that they are not returning for Financial Aid reasons, the Financial Aid flag should be raised instead.</p> <p>May also limit the number of Transcript Request flags.</p>	IEA	Resolved by IEA or System Administrator