

ACADEMIC ADVISING COUNCIL AGENDA

Thursday, November 10, 2016

3:30 PM – 4:50 PM

BOCA: EE 106; DAVIE: DW108; JUPITER: SR275; FT. LAUDERDALE: HEC608

Opening

- A. Admissions Update (Jessica Velez-Lopez)
- B. Orientation Update
- C. University-Wide Updates-Dean Pratt

Old Business

New Business

- A. FLACADA Update (Kelly Roy)
- B. Graduate College-Combined Programs (Nora Barragan)
- C. FERPA Conversation

Attachments

None

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Opening

- A. Admissions Update (Jessica Velez-Lopez)
 - a. Self-reported academic record for students rolled out for new freshman. Students are creating their own academic record, admissions receives the information and it is input into Banner. Students don't send initial transcripts anymore. This is available to Freshman only with no foreign coursework. 25,000 freshman applications have been received. Admissions will only process final transcripts once students have paid tuition deposit.
 - b. Remodeling in Admissions. Open house on November 29 to see new office. Invitation will be sent out.
- B. Orientation Update
 - a. Transfer orientation started on Monday, November 7. Taking flight workshops are going well.
- C. University-Wide Updates-Dean Pratt
 - a. Fair Labor Standards Act update. We thought initially academic advisors would be qualified as exempt but have learned that academic advisors will not be exempt. All advisors will be required to enter work hours weekly and keep to a strict 40 hours per week schedule. Overtime must be approved by the supervisor. This includes answering emails in evenings. All managers who know this is going on must compensate employees. Salary cut-off is \$47,658-if your salary is less than this you are non-exempt. All new non-exempt employees should sign up for the time-keeping workshop.
 - b. If you teach, that is additional compensation and not part of 40 hour work week. Not considered overtime. Employees must make up time out of office spent teaching.

Old Business

None

New Business

- A. FLACADA Update (Kelly Roy)
 - a. At large member of the Florida Academic Advising Association (FLACADA). An allied member of NACADA.
 - b. Membership-applications \$20 per year. May 1-April 30 every year. Full time grad students \$10 per year. Kelly is an at large member-has voting rights on steering committee. At this time, they are not able to prorate the membership fee for part of the year.
 - c. There is a position available for Awards Coordinator on the FLACADA steering committee. Contact info is on website-contact the chair. You must be a member of FLACADA to serve in this available position.
 - d. FLACADA Drive-in conference will be at FAMU in Tallahassee in 2017. \$30 for members and \$50 for non-members. 1 day conference. Breakfast, snack, lunch included in conference registration.
 - e. FAU is invited to host 2019 state drive-in conference. In order to do so, we would need funding, a Chair and co-chair to volunteer, and several subcommittee chairs to volunteer. Need about 20-30 volunteers who would be interested in serving on committees and help put the conference on. You don't need to be a member to serve on conference committee. Committee members would attend the conference for free. Feasibility of hosting

depends on whether we can secure funding and have buy in from the advisors on campus. Start planning 1 year out. If we don't do it, it would go to FIU.

- f. Survey to gauge interest in hosting the committee will be upcoming.

B. Graduate College-Combined Programs (Nora Barragan)

- a. Campaign launched 1 year ago called Pathways to Graduate Education. This campaign focuses on combined undergraduate to graduate programs. Students seem to be expressing high levels of interest in graduate education. There are a total of 17 combined programs.
- b. Combined program graduate admissions application. Must complete and submit to graduate college. Advisors should discuss what coursework will be shared between programs and that coursework must be approved by the undergraduate academic advisor. Signature by advisor is required on combined program graduate admissions application form.
- c. Pathways scholarship and eligibility criteria on handout in folder. \$2000 scholarship available. As long as students meet the criteria they are awarded the scholarship.

C. FERPA Conversation

- a. Conversations with University Counsel related to FERPA and Starfish. FERPA involves students giving permission to make their educational record information accessible to a third party. FERPA says we have the student's permission to share certain pieces of educational information but does not require that we do so. UAS has decided to share documents (transcripts, DARS, etc). We would not share advising notes, grades in courses, etc. Have this conversation with your director to determine what is appropriate for you to share and not appropriate. Legally speaking, we do not have to share information with a third party. When students make a request to see their "educational record", all materials must be shared.
- b. Starfish-it will be necessary for us to go back and put permissions in place for everyone to have the access they currently have. Starfish will need a documented permission process to view information-similar to Banner. Documentation needed to show individuals have been approved to access the information. More to come in the following months.
- c. Please do not use "private notes" function. Student can view all records whether you check private notes or not. Private notes are all still public record.
- d. Don't write anything in notes you don't mind having the student read immediately.
- e. Anytime a student discloses anything, write note as "student states" or "student indicated" or "student told me". Ask if it is ok to put that information in the notes. You can put a referral in the notes. Do not include opinions or predictions regarding student outcomes.
- f. Working to have legal counsel come to a future AAC meeting.

- D. Dean Pratt shared an email he received from a faculty member related to our students and the election results. He encouraged student services staff to promote acceptance of our diversity on campus in light of recent election results.

Attachments

None