Welcome and approval of October minutes
   Approved

QEP update
   Dr. Amber Fallucca
   - Where we are part of SACS review needed
   - Eor communication plan 2020-21
   - Multi layered SACSCOC review
   - We are the class if 2021
   - Compliance certification report consists of
   - Off-site committee review and report
   - QEP
   - Standard 7.2
     - Focus on student learning outcome and student success
     - Commits resources and assessment
     - Retention and graduation
     - Allowed to adapt the former QEP points – to build upon what has been accomplished
     - Timeline – outreach taking place- Fall 2019-Fall 2020
   - QEP subcommittees (5 of them) 2019-20
   - QEP communication plan 2020-21
   - QEP proposal dye ti SACSCOC end of 2020
   - On site peer review March 22-23, 2021
   - USCConnect – established 2011 as QEP; integrative learning
   - Major components
     - Students
       ▪ Engagement in purposeful beyond the classroom experiences
       ▪ Graduation with Leadership distinction established 2013
       ▪ Experiential learning for all students (newer focus)
     - Faculty and staff professional development
     - Technology
• Assessment
• What did we learn successes -?
  • Emphasizing the “BTC” in integrative learning
  • Academic courses developed or restructured
  • Identifying faculty emphasizing study abroad and research
  • Faculty fellows
  • UNIV 101 and UNIV 401 crested
• Graduation with leadership distinction has the following–
  • honorary designator
  • official acknowledgement of within and beyond the classroom accomplishments
  • distinction on diploma and transcript
• GLD requirements
  • Core experience
  • 3 enhancement experiences
  • Coursework (6 credit hours)
  • Presentation
  • EPportfolio.
• Newest pathway (2016) diversity and social diversity advocacy
• No matter the pathway the requirements are the same. We encourage students to consider what they are most passionate about and pursue that pathway!
• Related to the rubric. Submit the findings of the 4 foci of the learning outcomes which is a 4-point scale. This is where the leadership distinction is found.
• QEP for 2021
• Taking USC Connect and extending and deepening it into something that is clearly different but related
• This first forum is to brainstorm in a group setting and discuss strengths and weaknesses of ideas
• Note that ideas in the PowerPoint are not necessarily exclusive examples
• Examples of ideas for the new QEP – extending – experiential learning initiatives to graduate students
• Enhancing – participation in integrative learning to students in groups that are showing achievement gaps in graduation rates
• Developing and teaching – interdisciplinary courses and overcoming institutional barriers to this type of course
• Developing and teaching – a preparation course and reflection course
• Requiring – experiential learning of all undergraduate students
• Advising - how do we help students in reflection
• Barriers – understands experiences and barriers over time
• Goal – 20% we are at 8%

Undeclared student’s advisement

Dr. Catherine Studemeyer
Travis Gardner

• Undeclared at usc - prospective and incoming freshmen
  • Current student
- Resources on website
- Prospective and incoming freshmen
  - Before 2016 no dedicated advisor for undeclared advisees only
  - At that time 30 students at orientation needed group advisement
  - In the past were not but that is now changing to selecting classes to inform about majors
  - Doing a separate break out section with questionnaires to do customized advisement
  - This past summer offered a separate college section for the undeclared
  - Has a second undeclared advisor
- Of those declaring, CASs largest declared at 40% then BADM then HRSM
- 60% of the students are not going into CAS
- If a student does enter into a major, they cannot switch to undeclared but must go to the EA
- Current student or upper classman can become undeclared in Undergraduate Studies
- EAs are the advisors for the Undergraduate Studies
- 2 ways that the students get in the program – dismissal by their college for missing academic progression or self-elect
- Some are immediately able to go into the new major
- Students who are in a transition period can spend up to 2 semesters and move them through the program
- A smaller percentage are electing to come into the program that want to change into a different major but waiting to become eligible for another major or they need a holistic advisement
- 348 students in the program when they transition out 60% go into a variety – 40% go into Public Health, Economics, SPTE, Advertising, or Mass Communication
- College of Nursing upper division competitive cannot get in and are dismissed go into Public Health program
- Resource on UAC page – left hand menu click on undeclared – they are good for prospective and current undeclared.

**UAN Subcommittee on Advising Technology**

**Rachel Denmark**

**Lauren Sanborn**

- Committee charge
  - implement evaluate and enhance current and new advising tech
  - provide – EAB navigate best practice for notes
  - recommendations to vendors
  - review and utilize assessment
  - Meet monthly for an hour
  - Overall ideal workflow recommendations
- Before starting of advisement season -
  - Email advisees prior to start
  - Some department advisor meet as a team to review curriculum, policies, discuss DW audits, and create calendar of events
  - Create appointment availability
• Create and update watchlists
• Review their audit prior to appointment
• Pre advise students as necessary
• Tara George would love it if all department’s advisors would meet to go over the DW and make recommendations for changes

• Before the appointment - Review the audit and transcript and EAB notes
• During the appointment –
  • use a checklist to guide conversation,
  • remove hold in front of student,
  • ensure the student know where they are in the program,
  • make sure the student knows how to access
• After the appointment -
  • submit curriculum changes,
  • crate EAB appointment notes,
  • make exceptions,
  • follow-up with student

• Set up an advisement checklist to know what to discuss before after and follow-up
• EAB notes – 2 types –
  • general notes when it is not tied to an appointment;
  • email correspondence, student forms, can make them available to students when appropriate; discretion when documenting some sensitive issues such health and disability documents
  • Report summary notes – tied to an advising session include referrals
  • Proposed language for these sensitive notes “Student disclosed a personal issue and I made a referral to the appropriate campus resource.”
  • Session notes – course recommendations, graduation timelines, future goals and plans, campus involvement, financial concerns and scholarships, interest in major change, etc.
  • Student attributes such as preferred name and pronouns of students, personal background information – that you want to comment on next time
  • Can be seen in the EAB advising Care Unit cannot be seen by the student and not make
  • Only include fact-based notes

• Degreeworks –
  • Before – instruct student to review audit; encourage students to id a list of courses they are interested in taking;
  • they can change the view to “registration checklist” to see what is remaining to be completed; review Fall Through courses;
  • check student gpa;
  • anticipate possible questions the student might have
  • During - educate student on how to use the audit;
  • applied exception;
  • Educate and Empower your students;
  • demonstrate how to view the course descriptions
• After – process exceptions;
• enter course recommendations as a note if not using the student education planner;
• freeze the audit – this keeps a snapshot of the audit at that time.
• EAB app
• MyUofSC experience
• Student Educational Planner

• Banner 9 roll out – one of the biggest contributions was the transactions on the left hand side of the student profile
• Another meeting of the committee will be on Dec. 6th
• UAC is working with student government to discuss the role of the students
• MyUofSC training will be in the spring semester
• Make sure to notify the student when a major change in Banner is made like Banner 9 changes which did not happen.
• Variable credit feature was problematic for the student.

UAN Announcements
• Feb 14 conference – John Dozier keynote speaker
• In person training calendar on the site
• 2 announcements –
  • Some may have been contacted by the member of daily gamecock and he is doing a lot of digging – Claire has met with him; he contacted NACADA and Jenny Bloom at FAU;
  • Advising has a dedicated welcome and well wishes page on their site. Transitions and staff change know that person is moving or new hire.

Adjourn
Reminder: Upcoming Advisor Trainings - Please Register Online
- Recognizing and Responding to Students in Distress (Dec 10th 2:00-3:30)