September 23, 2010

Present: Telisa Gunter, Linda Zubke, Alisha Kimble, Tori Gottlieb, Cynthia Donahue, Jesus Jimenez, Kathy Briggs, Maria Serrano, Jae Jae Julian, Elizabeth Boretz, John Johnson

I. International Programs

a. Telisa handed out deadline sheets. Other updates that she shared:

i. Currently, she is handling J-Visas, while Sheryl is out.

ii. There is an interim coordinator now hired, John Lara – to remain in place through May, while further plans come together.

iii. Monday from 10-2 is an International Opportunities Fair. Telisa will send information to all advisors.

II. Change of Major Form

A discussion had been initiated between Erin and the lead advisors, and there had been consensus that a change to the signature requirements would be appropriate.

Discussion:

- It is excessive to require a signature from current advisor and current dean, as well as signature from new advisor and new dean. Advisors have not stood in the way of a student leaving the major, so the actual signature just creates more runaround for the student, particularly when holding the form to wait for a dean's signature.
- Still, some advisors would appreciate a copy of the change of major form, to have on record that their former advisee was signed into a new major.
- In Natural Sciences, students often change emphasis within the same major, and it would make sense not to need so many signatures for that kind of change.
- SSHA is the only area that denies a change of major form for students with a cumulative GPA of 2.0 or better, if they are currently in poor standing. This has held some students back from declaring a minor in SSHA, when it is on the same form as the major change. A separate form for change of major and change of minor would make this process more favorable for some students.
- The proposal below is made as a transitional step in developing our change of major process. Erin will edit the form, and then share that with the advisors for further discussion and approval.

Advisors propose the following change:

1. If the change of major **is within the School**: only the current advisor and a designated representative of the dean need to sign the form. The Schools may differ on this process, and in some cases, deans are likely to allow the lead advisor to sign on their behalf.
2. If the change of major is from a major in **one School to another**: Need signatures from current advisor, and then new advisor and new dean (or dean's designate).
3. Have 2 separate forms, one for change of major, and one for declaration/change of minor – signed by current major, and minor advisor? (I think we forgot to clarify that in our meeting today.)
4. On the change of major and change of minor form, need spaces for multiple majors and minors.

III. New business – 11-semester limit in the UC's

UC Merced is in its 11th semester, and there are students still here from the fall of 2005. What is this institution's plan to enforce this limit on enrollment?

IV. AP Chart Change

NS has a change that they would like to make to the AP chart, related to mathematics. Elizabeth instructed NS to contact Erin, and then this change will apply to the new cohort, coming in on the new catalog year. But the change should be posted online with the catalog at this time.

V. GRE Course

Kaplan will start a full-length GRE prep course on campus, October 30th. For the practice test event on October 23, we have exceeded 100 registered for the MCAT, and have 41 signed up for the LSAT; many others are registered for the GRE, with more than 200 in all.

VI. BCSSE

Elizabeth showed some sample data sheets from the BCSSE, since it was brought to her attention that advisors' input is needed regarding how to use the data. In its current state, it is cumbersome, unsorted, and one must scroll through each full-page report on each student. Some preliminary thoughts:

- Sorted by major would be more useful to advisors, than a pdf compiled alphabetically.
- A cumulative report on our incoming students' views would be helpful – in the current state of the data, we cannot identify any trends.
- Research last year's BCSSE students – are there any correlations 1 year out, that connect their pre-college views to their current success? This would help us learn more about red flags to look for, and strategies to educate new students for success as students come in for their first semester.
- Where do we stand with the BCSSE? Are we normal?
- Are 1st generation students' responses different from non-1st generation?
- Are students asked the same questions 2 years later? What learning do they demonstrate about college success over time?

VII. Spring Orientation

Just a reminder that spring orientation is December 9, a day between end of instruction, and beginning of final exams. This raised some questions and issues:

- There are 33 known rescinded students who are having their admission rolled over to spring, and 8 of those are transfers. Advisors would like information about these students as early as possible. All information is needed, since Schools did not retain records on those who were rescinded.
- Elizabeth and advisors need to know if the 33 students attended orientation – if so, as long as they paid their orientation fee, then they can be advised and registered outside of spring orientation. Advisors need to plan for this. Nobody should attend orientation twice, but anyone who attended does need their fee paid before we will take care of their spring registration.
- There are 400+ applications for spring admission, mostly transfers, and we'll appreciate updates every step of the way.

VIII. CORE 100

Final decisions still pending per UGC regarding what courses fulfill CORE 100 this spring. Advisors and students need this information within a matter of weeks. Alisha talked to Christopher Viney about this, and Elizabeth will keep in touch with Jane in case she can share any updates.