



ACADEMIC ADVISEMENT COUNCIL MINUTES

April 28, 2020
2:30 – 4:00 pm
ZOOM meeting

PRESENT: Jake Allen, Jillian Alexander, Murry Andrews, Meagan Beale, Hannah Benfield, Lindsey Campbell, Carl Cole, Donna Corbitt, Erin Corker, Sam Counts, Polly Crowder, Kathy Cutshall, Joanna Cyrier, Elizabeth Davison, Corey Dean, Ashley Dickson, Tim Dills, Jennifer Douglas, Taylor Dula, Lisa Elliott, Megan Flora, Casey Gardner, Karen Hirst, Drew Howell, Kathryn Jenkins, Anthony Johnson, Deidra Johnson, Myra Jones, Shayna Kyle, Brittany Lewis, B.J. Lowe, Margaret Mahlin, Whitney, Frannie Miller, Marlowe, Carshonda Martin, Robert Minton, Catherine Morgan, Tonya Moreno, Stefanie Murphy, Danielle Olmo, Stacy Onks, Brandon Pennington, April Rainbolt, Jennifer Rice,, Debbie Roach, Evelyn Roach, Paula Sarut, Laura Singleton, David Smith, JoAnne Smith, Megan Start,, Deborah Stephens, Nikki Stewart, Wendy Sutherland, Nate Tadesse, NaKeisha Talley, Liz Thomas-Joseph, Joel Tramel, Ali Williams, Jessica Winkle, Dara Young, Andrew Zapor

COLLEGES/DEPARTMENTS REPRESENTED: *Clemmer College, College of Arts and Sciences, College of Business and Technology, College of Clinical and Rehabilitative Sciences, College of Nursing, College of Public Health, Disability Services, ETSU Online, Housing, Kingsport Campus, Multicultural Center, Registrar's Office, Student Life and Enrollment, TRIO, Undergraduate Student Advisement, University Advisement Center, University Health Services, Veterans*

Teresa Williams - Welcome to Virtual AAC

I was thrilled to see all your smiling faces at AAC. I have missed seeing all of you in person and hope we are soon reunited. I hope all of you are staying healthy and safe. I want to congratulate each of you for the amazing jobs you are doing juggling your home and work life. You have all stepped up and are continually stretching the imagination to better serve our students and support each other.

Keep up the great work BUT also take care of yourself!

Informational Items from Teresa

- **Virtual Registration Help Days** are scheduled for May 6 & 7 (1 to 4 pm). This will be a virtual event (Zoom). Several offices are involved to assist students on those days. Current ETSU students will receive an email on Friday, May 1 regarding opportunity. For more information visit:
<https://www.etsu.edu/advisement/continuingstudents/registrationdays.php>
- New option in GoldLink for Deans/Designees to enter pass/fail grades
- To view original grade before Pass option was applied see: Banner 9: SFASLST
- CHANGE OF MAJOR PROCESS FOR NEW STUDENTS
(that have NOT registered yet)
Major Change: email Michele Williams (willmd01@etsu.edu) copy the student and the new advisor on the email.
Concentration Changes: email Valerie Higgins (higginsv@etsu.edu)
- Change of major process for students (who have registered anytime)
Use GoldLink Change of Major Process
- Banner 8 will be unavailable very soon.
- [Two Factor Authentication \(2FA\) went into effect 4.28.20.](#)
HR or ITS can help with any issues regarding cell # etc.
- **Undergraduate Advisement Task Force Update**
Update from Karen Hirst:
The next steps are to share the recommendation reports with the executive leadership. At some point it I imagine it will be shared with the community. The groups did an amazing job and really focused on our students which in my mind aligns well with our advisors focus. Stay tuned for more as soon as I have it!
- Non-registered report is coming out weekly. This report is shared with advisors.
- First Year Experience (FYE) courses - Please encourage your new students to take a first-year experience (FYE) course this fall
- ETSU Tuition and Fees - summer fees have been posted. There are no summer payment plans.
- **Fall fees will NOT be posted until mid-July.**
- Account balance change – If a student owes less than \$2,000 for spring term they can still register for fall term. Some exceptions apply due to prior term balances, etc.

- California Critical Thinking Skills Test (CCTST) has been waived for students graduating May 2020. The CCTST status for summer graduating students has not been decided.
- Late drop and withdrawal deadline for spring term is today, April 28th.
- Carrier Center's (previously known as ARC) earliest move-in might be 2020 winter break. Renovations have begun.

Catherine Morgan, Financial Aid - COVID 19 Scholarship Procedures

- Procedures for APS, George L. Carter, George L. Carter Plus, Sidney G. Gilbreath and other General Scholarships awarded by the Office of Financial Aid & Scholarships. Effective: 4/24/2020 for 2020 Spring Semester, please see attached document for information.
- Updates coming soon regarding TN Lottery Scholarships and Federal Financial Aid

Jake Allen – Orientation Update

- Orientations scheduled through June are now virtual orientations. (Students will not be required to participate in virtual events on the date of each orientation.)
- Students **will receive an email** from the orientation office with directions.
 - One stop shop information
 - Interactive piece (an enhanced LAUNCH) this is not tied to Banner.
 - Orientation leaders to have small groups via Zoom.
- A virtual calendar was created to help keep all on track
- If anyone hears of a student who decides not to attend orientation or ETSU, please email admissions@etsu.edu and/or orientation@etsu.edu
- The next scheduled orientation is Saturday, May 2nd it is not necessary for advisors to be available on that day since they have been advising and registering these students before the expected orientation dates (when possible).

- **HOW TO DETERMINE ORIENTATION DATE FOR NEW STUDENTS:**

Banner 9: SGASTDN, choose Miscellaneous tab:

Orientation Session will be notated with codes: A – T as shown below:

CODE	NAME	DATE
A	By Invitation Only	April 18
B		N/A
B	Summer Entering	May 14
C	1 st Traditional (Freshmen)	May 2
D	1 st Transfer (and Adults)	June 4
E	1 st Adult	June 4
F	6 th Traditional (Freshmen)	TBD
G	2 nd Traditional (Freshmen)	June 5
H	2 nd Transfer (and Adults)	June 18
I	2 nd Adult	June 18
J	3 rd Traditional	June 19
K	3 rd Transfer	July 9
L	3 rd Adult	July 9
M	4 th Traditional	June 24
N	4 th Transfer	July 23
O	Kingsport	N/A
P	4 th Adult	July 23
Q	5 th Traditional	July 10
R	5 th Transfer	TBD
S	5 th Adult	TBD
T	Pilot of LAUNCH	No Date

Carshonda Martin, Multicultural Center – Bridge Program update

- The Summer Bridge Program has been postponed to August 2020.
- Forty-six students have signed up. Fifteen will be attending the May 2 orientation. Carshonda will send an updated list.
- Many have learning support (LS) requirements and will be advised by the University Advisement Center.
- Two courses in the fall semester. CSCI1100-009 & ETU1020-026 or 027, if interested medical fields they will take pre-health 1350-003 instead.
- The new student list will include the course information for each student.

- Fall events are on hold for now.

Megan Flora, [University Health Center](#) - Immunization Update

- The Hep. B forms for students that are under 18 – the parent must create a login account with their name.
- Immunization records can be faxed, or emailed.
- Since all summer classes are online students can complete online only waiver.
- Waivers for one semester are available.

Stacy Onks, University Advisement Center – ACCUPLACER Update

- Accuplacer - The Accuplacer is back up and running with remote proctoring. UAC is reaching out to inform the students as they have in the past. If a student contacts you about testing, please have them call UAC. Nothing else has changed; Accuplacer is still untimed and the cost is \$30. ETSU is absorbing the remote proctor fee for students while we are off campus. Scores are immediate upon completion. UAC is not scheduling any challenge exams at this time due to proctor availability. If you have extenuating circumstances, please call Stacy Onks (96942) to discuss the individual student situation.
- LS students on the Orientation list - To identify the students requiring LS on the Orientation list, a column has been added. In the Learning Support column, a “Y” (for yes) indicates that Learning Support is required and the UAC will handle their advisement until LS requirements in Reading and Writing are completed. UAC is issuing Math permits for students as the Orientation list is released. If UAC can do anything to make this process easier, please reach out – always open to changing things up to make it work better for you and the student!

Brandon Pennington, TRIO Upward Bound – Summer Bridge Program

On the May 14th Orientation lists a large number of the students will be participating in Upward Bound’s Bridge Program. These students may or may not be attending ETSU in the fall. Those who are ONLY attending ETSU this summer, will be assisted and registered via UAC and Brandon. The summer only students are listed as undeclared.

Brandon has been working with the students, University Advisement, Upward Bound Staff, and Admissions to refer students to their advisor.

If you have any questions please contact Brandon pennington@etsu.edu.

Announcements:

Donna Corbitt announced that starting in June 2020 -Dr. Martha Michieka will be the new Associate Dean in Arts and Sciences and Dr. Dan Westover will be the Chair of Literature and Language. The current chair of Literature and Language, Dr. Katherine Weiss has taken a new position in California.

Dr. Weiss will be missed!