University College Advisory Council Meeting

Thursday, March 24, 2011; 10:00-11:30 AM; Gillham Park Room, Admin Center

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Member</th>
<th>Representation</th>
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<tbody>
<tr>
<td>Present</td>
<td>Davis, Donna</td>
<td>Education</td>
</tr>
<tr>
<td>Present</td>
<td>Drew, Andrea</td>
<td>A&amp;S Chemistry</td>
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<tr>
<td>Present</td>
<td>Hall, Eric</td>
<td>A&amp;S Mathematics</td>
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<tr>
<td>Present</td>
<td>Hernandez, Erica</td>
<td>Education</td>
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<tr>
<td>Present</td>
<td>Hoffman, Erica</td>
<td>Bloch</td>
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<td>Present</td>
<td>MacDonald, Pat</td>
<td>Greater KC Community Foundation</td>
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<td>Present</td>
<td>Martens, Brad</td>
<td>Education</td>
</tr>
<tr>
<td>Present</td>
<td>Pemberton, Cindy</td>
<td>Provost Office, Chair</td>
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<td>Present</td>
<td>Traiger, Jeff</td>
<td>Student Affairs</td>
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<tr>
<td>Present</td>
<td>Watson, Amy</td>
<td>Ex-Officio/Provost Office</td>
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<td>Present</td>
<td>Reed, Aaron</td>
<td>SBS</td>
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<tr>
<td>Present</td>
<td>White, Connie</td>
<td>Dentistry</td>
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**Guests:** Admin Assistant, DeOnna White (Recorder)

**Agenda/Meeting Notes**

- **Travel to visit UC Institutions**
  - ASU: Erica Hernandez-Scott and possibly Ginny Blanton (Transfer task force)
    Tentative dates: Week of May 9th. Provost is interested in attending if her schedule permits.
    Primary Contact: Frederick Corey ([Frederick.corey@asu.edu](mailto:Frederick.corey@asu.edu))
    
    Major & Career Exploration Contact: Mary Dawes
    Academic Advising Contact: Casey Self

- PSU: Jeff Traiger & Eric Hall
  Tentative dates: Jeff to coordinate schedule end of April. To be complete the first week of May.
  Primary Contact: Eric White ([www.psu.edu/dus/ftcap](http://www.psu.edu/dus/ftcap))

- IUPUI: Connie White & Cindy Pemberton
  Tentative Dates: May 4-5

**Update:** UC Advisory council reporting: Strategic planning, April 8th 8-9:30am

- **Standardized questions for institutional visits**
  1) History, Structure, function changes over time of university college, purpose of university college
  2) Description of advising model-student advisor ratio, number of contacts with students
  3) Career education/ career choice
  4) Life Coaching concept
  5) Personnel qualifications, professional development (Diversity Training), recognition & awards system, performance assessment
  6) Personnel access to student information
  7) Budget structure and functionality
8) Role in general education
9) Services available –times/days
10) Use of electronic media and service delivery
11) Services and processes to support transfer student populations
12) University college relationships with other academic units, academic unit accountability for student major selection
13) Data systems to improve student support systems and program delivery
14) Description of early alert system
15) Freshmen seminar description-teaching requirements, themes, advising and other student services relationships
16) Student tracking systems
17) Summer bridge program
18) New student orientation/transfer student orientation
19) Interventions for those students not willing to declare major, how long can they stay in the university college
20) Academic support services
21) Implementation of university college issues-faculty buy in, communications with campus community
22) Learning communities
23) Transfer articulation agreements and university college role
24) Other individuals to talk to – students, faculty, professional staff impacted by implementation of university college

- CAD/Supplemental Instruction/Coaching Program – Vice Chancellor, Mel Tyler – Amy Watson will check with Mel Tyler’s schedule for availability.

**Meetings Scheduled:**
4/14; 10-11:30AM; Gillham Park
4/28; 10-11:30AM; Gillham Park