Advisors’ Council Meeting
Minutes
October 10, 2013

➤ Handbook
All members were informed that the handbook (supplement to the catalog) is now available on the “S” drive. It was requested that the council read the handbook and forward comments and suggestions to the steering committee.

➤ FYE – Mike Hoffshire (Nick Fuselier and Cat Polivoda)

- Get to Know UNO will take place November 16th from 10:00 AM – 2:00 PM.
- Start Strong Fest 2014
  Took place on 9-19-2013. It was very successful. This is an academic resource fair. 170 students attended the event.

- Coaching
  Volunteer partnership. First year freshman assigned to a FYE advisor. Meet once a week. Discuss time management, personal and professional goals, etc. FYE working on an assessment tool to assess program.

- 8 Week Survey – given to all freshmen and first year transfer students

- StrengthsQuest - Assessment to identify talent and strengths and how to use in everyday living. All UNIV students required to take test. All had an interview session with instructor.

- UNOCares submitted via faculty roster. Sent by faculty to FYE. FYE emails or calls student to discuss faculty concern regarding the student. FYE informs faculty member if contact was made with the student by FYE.

- Figs (Spring 2014 and Fall 2013) First Year Interest Groups. Currently have 4 groups. Group leaders are staff/faculty.

➤ Amy King – Student Affairs
Edward (degree audit)
Demonstrated degree audit to council. Indicated that all colleges would have a degree audit by summer 2014.

Gerard Williams - FYA

Other Issues
Admissions: update on recruiting of students. Informed council of meeting for dual enrollment will take place on November 4, 2013.

Advisors Council Meeting Notes 11/20/2013

Martha Barnes, Career Services

1. myEdu
   a. software system developed out of Texas
   b. will be utilized in the entire UL system, UNO is a pilot school
   c. academic planner/scheduler – a more holistic perspective
   d. Graphic Resume- post career portfolio documents, SQ and post, put skill sets, etc.
   e. Job posting database site
   f. myEdu allows students to look at grade distributions for individual instructors – THIS WILL NOT HAPPEN ON UNO’S CAMPUS. Matt Moore does not want to release all this data to this 3rd party.
   g. Will be doing promotions – Career Services will be doing a professional photo shoot for students in the near future.

Toni Spahn, Implementation of Supplemental Instruction

1. Supplemental Instruction
   a. Will begin to implement in Spring 2014
   b. Identify at risk courses
   c. Use LRC budget to hire students for supplemental instruction
   d. Concern brought up over name “Peer Mentor” being used as they are in the UNIV program and they are not SI leaders. TONI CLARIFIED THAT THEY WILL BE CALLED SI LEADERS.
   e. Toni aiming for 12-15 sections for Pilot program in the Spring
   f. It is a volunteer based for students – they VOLUNTARILY enroll in the class and VOLUNTARILY attend the SI sessions (doesn’t count towards grades)
   g. Not sure how/if it will be noted on Webstar
Dave Meredith, Applications

1. Application
   a. Will go live in January
   b. Used for undergraduate/graduate
   c. Has skip logic built into it

2. Open Forum
   a. December 5th from 11:30 – 1
   b. Recruitment in admissions

3. Transcript Automation
   a. Inches away from automatic transcript evaluation
   b. Using the 8 major schools that we receive transfers from

Matt Moore, Registrar & Associate Provost (x 3-1427)

1. Remedial Courses
   a. Motion by the state to have UNO run remedial courses
   b. Lots of questions – how will we code these students so they do not affect our students
   c. How does this affect Privateer Bound program?

2. EDSP
   a. It will be counted as a Humanities/Foreign Language

3. Articulation of transfer credit
   a. For a long time, we have accepted notes from advisors, councilors, parents, etc. that
   states that a certain course should transfer to ours.
   b. We now have to have documentation that the course transfer is signed off on by a
   TENURED FACULTY MEMBER from that institution in order to have the course
   counted.
   c. A form is being created for advisors to use.

4. Program/plan change procedure
   a. Right now, colleges have the ability to change a plan. Right now, it is a flat rate for all
   students.
   b. Bills up before the legislature: will allow us to charge students per credit hour and
   variable based on department.
   c. If this PASSES, change of plan will NOT occur in the colleges because it becomes
   revenue based.
   d. Different colleges may charge different amounts (stay tuned in state legislature)
   e. AS IT STANDS, FYA WILL STILL SEND STUDENTS TO COLLEGE TO CHANGE
   THEIR MAJOR. MAYBE A FORM WILL BE CREATED FOR MATT’S OFFICE?

5. WEBSTAR
   a. Advisors should be loaded into Webstar for students for Spring 2014 semester.

6. Cost Containment
   a. Committee has been established to look into cost containment
   b. Charged with evaluating cost (so far, no longer support Ogdan, Children’s Center, WWII
   museum). Some of the things we do are under extreme scrutiny. Programs being
   looked at.
7. **ULL system policy for GA’s:** Can have no more than 125 scholarships coming out of general fund. We currently have 2700 scholarships coming out of this fund. We don’t have a foundation account.
   a. Move away from Graduate Assistants

**Privateer Bound Program in Review**

1. Please see Jessica and Cat’s email (next page)

**Martha Blanchard, Chair of Committee**

1. Handbook
   a. On the S:Drive
   b. Changes are made as they happen

Below is a copy of the Privateer Bound Program in Review. And here is a brief summary:

- Program is by invitation Only.
- Student must meet certain benchmarks (cannot be more than 2 pre-Requisites away from college-level course).
- Students can only be admitted into the program in the Spring and Summer semester.
- We expect 150 students for the 2014-15 school year.
- Currently, no fee has been assessed.
- Not all students in the program require remedial (denied for GPA)
- Only first time freshman can be in the program, no transfer students.
- Students have access to the writing center and are able to attend athletic events as well as events held on campus.
- Students are emailed regularly with event updates, opportunities, and important dates and deadline.
- Cat and I host monthly “snack chats” to check-in with them.
- Recently hired a Privateer Bound Graduate Student Worker to assist with the program.
- Privateer Bound is coordinated by the Privateer Bound Steering
Committee who collaborates with a General Committee that are both made up of DCC and UNO representatives.

- Program currently serves 72 students

**General Overview and Purpose:**

Changes are occurring in the state of higher education within the state of Louisiana and the country as a whole. Admission requirements to public four-year universities are increasing and there is a stronger push toward community colleges. It is only natural that we (UNO) collaborate with our local community colleges. Delgado is our largest feeder school when it comes to transfer students, and is the second largest institution of higher education in the state of LA, with an enrollment just above 19,000.

Privateer Bound provides a unique opportunity for students who have applied to UNO, but are just missing one or two benchmarks. Eligibility for the program is determined by the UNO admissions office, standards were set by both institutions. Students will take their courses through DCC, in a way that also provides them a full immersion experience into the life and culture of UNO and college. Their courses will be taken on UNO’s campus, housing is available to provide for a living and learning environment. For the pilot year, students have been offered access to UNO’s Wi-Fi and email, success coaching provided by FYE, writing center, campus events, athletic events, limited access to library resources, and hybrid UNO/DCC IDs. Our goal is that these services will expand with the assessment of a fee to be paid to UNO. A student is expected to remain in the program for one academic year, while he or she achieves transfer admission requirements. Students must complete all developmental coursework, as well as earn college-level credit in mathematics and English, and earn a total of 24 college-level hours with a cumulative GPA of 2.25 to transfer to UNO after an academic year.

The program has been well received by students, as well as staff and faculty at both institutions. A general committee with representatives from many departments at both institutions was created to
ensure transparency and communication across all borders. There is representation from: library staff, writing center, FYE, FYA, disability services, student affairs, student conduct, IDs, Bursar, and more. Below is an outline of the initiative both institutions are working toward.

**Keys to Success**
To ensure success for the Privateer Bound program, we believe the following things must be encouraged:

1) **Joint Staff Meetings**  
   - Ensuring that all parties involved have the most up-to-date information on policies and procedures in effect at both institutions, we feel that holding a joint staff meeting once a month is crucial.

2) **Joint Recruitment**  
   - Expanding the recruitment efforts for both institutions, Delgado and UNO recruiters will collaborate on promoting the Privateer Bound program and its benefits to students.

3) **Student Tracking**  
   - Collaboration between university registrars is crucial to ensure that staff members at both institutions have the necessary information to assess to progress of the students and the program itself.

4) **Transparency and Communication**  
   - In order to effectively achieve the mission of the Privateer Bound program, transparency and on-going communication between the institutions must be maintained. This will require continued exchange of data, progress reports and best practices.

5) **Faculty/Staff Support**  
   - Our greatest resource is our human capital. Students will have access to Counseling Services*, Career Services, Student Health Services*, Student Involvement & Leadership, and advising from the Office of Enrollment Services.

6) **Amenities**  
   - Providing access to many of the University of New Orleans’ academic resources, student services and social opportunities. These will include: Earl K. Long Library, Recreation & Fitness Center*, Learning Resource Center*, Math Tutor Center*, Student Success Center, Student Involvement & Leadership, and Privateer Athletic events. Students will also have the ability to purchase a commuter meal plan should they choose not to live in Pontchartrain Hall.

*Pending