

MINUTES

Undergraduate Studies Council

February 20, 2008

11:00am-12:30pm

Parties Present:

BORG, Mary

BROCK, Dawn

CORRIGAN, Matthew

CRUMP, Laurel

HALL, Katrina

JAFFEE, David

JAMBA, Lisa

JONES, Marnie

KAPLAN, Leslie

KAYE, Deborah

MURILLO, Michael

PAULSON, Chuck

PERRY, Martina

ROBERTS, Rick

SCHWAM-BAIRD,

Shira

TANNER, Diana

TAYLOR, Melody (as
secretary)

TAYLOR, Rudy

TURRIN, Tony

WILBURN, Sharon

WORKMAN, Mark (as
guest)

1. Approval of minutes from 1/16/08.
2. UNF Reads! Update

Marnie Jones informed the group that the UNF Reads! subcommittee has been meeting and working to progress the initiative.

A. Most recent developments, reported by Dawn Brock:

- Discussion about incorporating program into UNF culture
- Advertising opportunities: inside spring *Journal* and a blurb in the student/parent handbook
- Incorporating into CPDT's book club

B. Partnership with Jax Reads / Jacksonville Public Libraries, reported by Laurel Crump:

- Jax Reads picks a book every year, and would consider choosing *Freakonomics* to align with UNF Reads! program
- Library representative and UNF adjunct John Ferrar would like to form a partnership and will meet with library administration
- They may be able to help financially with bringing author to campus
- Marnie Jones said she will forward UNF Reads! info to John Ferrar.

C. Bringing author to speak at UNF

- Shira Schwam-Baird indicated that the author was featured in an article in the *Chronicle of Higher Education* about his course being high in demand where he teaches at the University of Chicago; he might be difficult to book as a speaker.

- Laurel Croft and Lucy Crump indicated that they have met and are looking into bringing the author; they are contacting an organization about booking.
- D. Visual presentation of UNF Reads! webpage prototype by Martina Perry
- E. Other issues / concerns
 - Marnie Jones indicated that the program will be pushed at orientation and the receptions at orientation. She encouraged committee members to help in some way.
 - Chuck Paulson asked when copies of the book will be available to faculty; Leslie Kaplan answered mid-March.
 - Leslie Kaplan reported that there would be a residential FIGs meeting on Friday, Feb. 22 to talk about course topics. Plagiarism was suggested as a topic.
 - Mary Borg asked whether the courses and/or instructors were lined up for residential FIGs yet; Leslie Kaplan responded that there would be Intro to Sociology and Topics in Economics courses, and as of that time the instructors slated for those courses were Rick Phillips, Chris Johnson and two writing program teachers.

3. Report from Retention Committee

- Mary Borg reported that in the Masters in Political Science program, a class project is conducting focus groups on retention; the report will be completed soon. They are talking with Karen Reedy about forming a committee.
- Marnie Jones suggested that a good requirement for the Bright Futures program would be that students must complete their degree within four years and one semester to receive full funding; she felt that this would help with student retention.
- Mary Borg indicated that this requirement would not work for UNF's many working students. She said that the subcommittee's focus is retaining students from freshman to sophomore year. She reported statistics on retention:

	Freshman Separation Rates	
	UNF	National Average
Fall to Spring	9.1%	10%
Fall to Fall	25%	30%

- Mary Borg reported that the retention subcommittee is trying to gather information from a mixture of residential and non-residential students. She discussed the steps in the survey process:
 1. Conduct focus group interviews;
 2. Create survey based on important issues indicated in focus group findings;

3. Connect with Facebook groups to get info from students who have left.

- Leslie Kaplan said she would be interested to know at what point students decide to leave and their reasons for doing so, and hopes that this information would help the University with taking preventative measures to keep them from making the decision to leave. Mary Borg said she hopes that the interviews and survey will help with this.

4. Advising

A. The group discussed the issue of changes to the advising structure while waiting for Provost Mark Workman to arrive and address the committee.

- It was reported that the Student Advising Subcommittee's report was incorporated into talks with Provost Workman and the faculty association.
- Shira Schwam-Baird and Matt Corrigan expressed issues with proposals that were made being tied to the implementation of the undergraduate coordinator position; they felt these were two separate issues.
- Lisa Jamba said she felt it was too much to be "thrown" at the deans, and should be broken down into two separate issues as follows:
 1. Implementation of undergraduate coordinator position for each discipline;
 2. Combining or centralizing advising.
- Mary Borg favored these suggestions being tabled until the end of the budget crisis. Lisa Jamba said centralization has been proposed to save money.
- Lisa Jamba asked what has been learned about positives/synergy in universities where advising structure has been centralized.
 - Deb Kaye responded that the administration's goal is for synergy between advisors more than synergy with students. She said the advising issue hasn't been looked at for a very long time: since UNF won an advising award in 1990. She said the student population has more than doubled since that time; what is being proposed is taking another look to see if the current model will work as UNF grows. It was designed for growth up to 25,000 students in the early '90s.

B. Provost Workman arrived at the meeting; he distributed copies of the memo that he had previously been sent out to all faculty concerning advising. He discussed the proposal and his former and current plans:

- Workman told the group that he would not have made the proposal the way he did if he'd known there would be much resistance / negative response.

- He met with the deans on a Friday and talked with them about what was being contemplated; the proposal hadn't been fully formulated at that time, and consequently erroneous conclusions were made.
- C. Workman addressed the group on the issue of undergraduate coordinators:
- The UG Studies Council previously endorsed a proposal put forth by the Advising Task Force to hire undergraduate coordinators with great enthusiasm. He indicated he would like to move that forward; it would be started on a pilot basis, and then implemented more broadly when more money becomes available.
 - The plan calls for course releases for five full-time faculty willing to serve as mentors in majors within their departments.
 - He'd like the UG Studies Council or a specialized task force to come up with the call for applicants.
 - He would like to situate one undergraduate coordinator in each of the five colleges. If any of the five colleges don't want an undergraduate coordinator or already have a similar structure in place, that opportunity would be shifted to add another undergraduate coordinator in COAS.
 - The opportunity would be limited to departments with majors in excess of 100 students, because the most urgent need is in larger departments.
 - Departments that are already functioning in a similar way would be excluded from consideration.
 - The undergraduate coordinators would need clear instruction on expectations, supervision and evaluation of their progress.
- D. The group offered questions and concerns to Provost Workman regarding undergraduate coordinators:
- Shira Schwam-Baird expressed that she doesn't think it would be appropriate for committee members to decide on the hiring process since they don't have expertise in this area.
 - Workman asked the group for more information on how this process typically works. David Jaffee responded that interested parties fill out an application, then a subcommittee aids in the selection process.
 - Shira Schwam-Baird said that someone from each department should be represented in this subcommittee in trying to decide who would be best for the undergraduate coordinator jobs.
 - Deb Kaye suggested that the academic departments select which faculty would be chosen as undergraduate coordinators; then the UG Studies Council's role would be choosing which departments would get undergraduate coordinators. Sharon Wilburn and Chuck Paulson indicated that they liked this idea.

- Sharon Wilburn indicated that BCOH would not be considered for undergraduate coordinators due to their advising structure; Mark Workman said this position would then be forwarded to COAS.
 - Matt Corrigan asked whether the opportunity would be open to tenure-earning faculty.
 - Mark Workman responded that it would only be open to tenured or tenure-track faculty; the role would be structured as part of their teaching assignment.
 - Sharon Wilburn asked who would be the mentor-advisor during the summer.
 - Mark Workman said this would need to be thought through and addressed.
 - Sharon Wilburn indicated that in BCOH, they are given one course release plus a stipend.
 - Mark Workman said that stipends would be good, but that there is a good possibility that there will be no resources for this in the near future.
 - Chuck Paulson suggested that a Pre-Med Coordinator and a Pre-Law Coordinator could be incorporated into the structure.
 - Mark Workman felt that this was a good idea. He said we want to advance mentorship as an integral part of student services.
- E. Provost Workman addressed the group on centralized advising:
- He reported that he has formally withdrawn his February 5th proposal to the faculty association. He elaborated on his earlier thought process behind the proposal:
 - He feels that there are always opportunities to improve, and believed and still believes that there needs to be a conversation on methods of improvement with regard to advising.
 - Based on results from graduating senior surveys, NSSE (National Survey of Student Engagement) findings, and consultant study reports, he feels that the time has come for action. The goal is to improve our ability to move students through their programs.
 - Workman indicated other reasons he feels this is a good time to evaluate and make changes to the advising structure:
 - He indicated that the Board of Governors is moving money to performance-based programs;
 - A tracking system of “academic roadmaps” is already being developed;
 - The changes could coincide with the implementation of undergraduate coordinators;
 - Due to budget cuts, the University’s growth will be temporarily arrested. This would allow time to evaluate current procedures and create a plan for improvement.

- Workman would like the UG Studies Council to organize sub-group(s) that would:
 - Evaluate existing data, gather additional data, and possibly bring in a NACADA consultant;
 - Consider the range of models used in other institutions;
 - Give broad and careful consideration to improvements that UNF should consider implementing.
 - He emphasized the importance of moving the University forward while still maintaining its character.
 - Workman stated that he is open to all ideas, and told the group that they are free to challenge his premise that there is room for improvement if they have data suggesting this is so, or, move forward and create a plan.
- F. The group offered questions and concerns to Provost Workman regarding changes to advising:
- Tony Turrin suggested that the group study UNF's advising organizational structure internally, recognizing the pros and cons of changing vs. keeping the current system.
 - Mark Workman agreed, and encouraged the group to approach this project as an opportunity for innovation. He added that his proposal was never intended as a way of cutting advising jobs, and was actually intended to add jobs.
 - Mary Borg indicated that she didn't understand how a centralized advising model would advance the University or save money.
 - Mark Workman responded that while this is just one model, it might help stabilize uneven ratios in advising throughout the University, make services more readily available to students, and provide for consistent expectations and delivery for students.
 - Marnie Jones stated that there were already three subcommittees of the UG Studies Council in place: UNF Reads!, Advising, and Retention. She asked who would be responsible for this new task.
 - Mark Workman responded that he is leaving it up to the group who should chair the effort, add members to the committee, and organize the effort.
 - Mary Borg asked when the proposal should be completed; Mark Workman said he would like the group to report to him on their findings by December.
 - Chuck Paulson indicated that there were faculty members who were upset that they hadn't been included in the group discussion on advising thus far; Shira Schwam-Baird said she felt like this would be a massive task to undertake, comparing it to the former international subcommittee. Mary Borg said that the union, advisers and faculty association wouldn't be satisfied by not being represented.
 - Mark Workman told the group to invite as many involved parties as possible, but then not to let lack of involvement stop progress.

- Shira Schwam-Baird inquired about the procedure for setting up a task force.
 - Mark Workman suggested that a volunteer nucleus of the UG Studies Council should form and meet, adding members from other areas of campus. This task force should represent all groups on campus and explore possibilities, then make a proposal in a fairly leisurely manner.

- Workman added that his intention was never that undergraduate coordinators would be assigned, but rather that they be elected. He asked David Jaffee to take over the conversation of how to advance, thanked the group, and excused himself from the meeting.
- There was discussion on how to form a subcommittee / group. It was decided that the Council's recommendation would be to form a task force including members of the UG Studies Council and adding others, on a voluntary basis.
 - Mary Borg suggested that an open invitation be put out initially for volunteers, adding that there is a perception on campus that this is a "done deal."
 - Sharon Wilburn said that parties should be given the choice to volunteer, and then if they choose not to be involved, they were at least given the opportunity to do so.
- It was suggested that this group take ownership of the advising process evaluation, and eventually plan town hall / union meetings for other members of campus to gain insight and express their views.
- David Jaffee suggested that the volunteer task force meet concerning the mission, establish goals, and then move forward. He said there are a limited number of models, which are detailed on the NACADA website.
- Lisa Jamba raised the issue that some colleges won't meet with students prior to them obtaining 60 credit hours. Deb Kaye confirmed this.
 - Diana Tanner said that the CCB does refer students with fewer than 60 credits to ACE for advising, then they handle it after they have 60 credits.
- Marnie Jones asked the committee for volunteers to form the advising task force. The following members volunteered:
 Lisa Jamba, Rudy Taylor, Diana Tanner, Matt Corrigan, Martina Perry, Tony Turrin, Michael Murillo, Deborah Kaye
- David Jaffee stated that the group will need to determine its chair(s).
- Matt Corrigan asked how they can prevent one group/interest from taking over the process. Deb Kaye responded that balance will need to be kept, possibly by deciding on an optimal size for the task force. David Jaffee said that some decision will have to be made by the subcommittee/task force.
 - Shira Schwam-Baird suggested that the group consist of approximately 20 people: 1/3 of them advisors, 1/3 of them faculty, and 1/3 of them experts on the subject in some other

capacity. David Jaffee said he felt there should be some basis of criteria for selection to the group.

- Lisa Jamba said it will have to be determined what will be the best channels to communicate progress. She suggested that the core group makes progress, laying the ground work, and then makes a call for open discussion.
- David Jaffee said that the task force group should report to the Undergraduate Studies Council monthly. He asked Melody Taylor to set up a meeting within the next few weeks for the group of volunteers to determine a timeline and procedure, and solicit input from others.

It was reported that the committee's next meeting would be on Wednesday, March 12 due to spring break the following week.

The meeting was adjourned at 12:30pm.