The College of Liberal Arts and Sciences

Undergraduate Educational Policy and Curriculum Committee

**Minutes**

Thursday, April 11, 2019

Attending: Helena Dettmer (Chair); Jill Beckman; Andrew Forbes; Matthew Gilchrist; Kathryn Hall (staff); Meena Khandelwal; Ana Rodríguez-Rodríguez; Shaun Vecera

Absent: Anita Jung; Rebekah Kowal; Jerald Moon; Tristan Schmidt

1. The minutes from April 4, 2019 were approved as written.
2. Matthew Gilchrist, UEPCC liaison to the General Education Curriculum Committee (GECC), summarized the proposal for GE CLAS Core status for the following courses:
3. RHET:2135 Rhetorics of Diversity and Inclusion (3 s.h.) (Diversity and Inclusion)
4. LING:1070 Language Attitudes (3 s.h.) (Diversity and Inclusion)
5. RHET:2070 Persuasive Stories (3 s.h.) (Values and Culture)

UEPCC members recommended approval of the status to the College.

1. Diane Hauser, Director, CLAS, Academic Advising, met with the committee to discuss challenges in advising. Most professional advisors have very full caseloads with faculty advisors also needing to meet with students, especially during registration. Faculty advisors might find it useful to use the online scheduler, already used by professional advisors. The scheduler allows students to choose an appointment slot designated as available; in other words, students do not need to request an appointment by email if the scheduler is used. Faculty who use the Outlook calendar can easily set up these office hours so that students can sign up for appointments. If this appointment scheduling system is used, blocks of time already on Outlook are made available to students in the time increments chosen, such as 15 or 30 minutes. A hold can be added to other office hours to reserve space for students enrolled in an instructor’s course. Faculty advisors might also want to try using the notes in MAUI. Using this tool, an advisor can summarize the points from a meeting with the student, saving those notes within the MAUI record system. This can help the advisor remember what was last discussed with the student and when. These notes can be read by others, so best practices and discretion are advised. Once on a specific student’s record page in MAUI, the notes can be found by going to the Advising Summary page; at the foot of the page, the Student Notes and Files box should then be opened, with notes added under the “View” heading of “Advising.” Training is available for faculty who might want to learn more about these advising tools; please contact Diane Hauser for additional help. The long-term goal of the College is to designated faculty as mentors rather than as technical advisors and to hire additional professional advisors when feasible.
2. The meeting was adjourned.

Respectfully submitted,

Helena Dettmer

Associate Dean for Undergraduate Programs and Curriculum

Secretary Pro Tem