



UF Online Advising Group Meeting
Thursday 10/5/2017, 2:00 PM
Presentation Room, Farrior Hall

- 1) Approval of 9/21 minutes
 - a) Minutes are approved.
- 2) UFO Updates and News – (TJ)
 - a) TJ and Jeannie gave presentations about the Plaza; TJ presented to SalesForce, and Jeannie presented to the Board of Trustees.
 - b) They are gearing up for the Annual Report and the visit from the UF Online Advisory Board on October 17th.
- 3) UFO Deadlines, Events, Reminders, and Announcements – (Glenn)
 - a) Drops/withdrawals/petitions
 - i) Hurricane impacted students still need to go through the full petition process.
 - (1) The quick petition that was discussed at the last meeting (where they do not need to submit the Interviewing Officer Statement and Instructor Recommendation forms) is only applicable for students who submit written request for full term withdrawal and refund at the same time.
 - (2) All other students should be made aware that they need to go through the standard petition process.
 - b) CRC Career Readiness holds applied
 - i) The letter from the CRC has been included at the end of today's minutes.
 - ii) According to the letter from the CRC, the hold will only be applicable for students who started at UF as freshman, although this may not be the case in future semesters.
 - iii) If you have any questions about the hold, let Kelly Barton know.
 - iv) This initiative has been developed as a result of the state's "Ready, Set, Go" mandate for 90% employment (originally 100%) of an institution's two largest majors.
 - c) The Spring 2018 course schedule posted today.
- 4) Student Success and Engagement (Jeannie)
 - a) Jeannie's meeting with the Board of Trustees went well.
 - i) The Board is very focused on engagement, access, and affordability.
 - ii) The Board loved the idea of The Plaza.
 - iii) Jeannie wants to be able to better articulate to the Board all of the ways that advisors work with UFO students.

- iv) Jeannie will be presenting more on Community Engagement at an upcoming conference.
- v) The student that Jeannie hired has also been creating activity in The Plaza.
- vi) Glenn added that Evie always mentions the significant role of advisors in student success when speaking about UF Online.
 - (1) Judy Hunter added that instructors also recognize the importance of advisors for online students.
- b) Plaza Jam Session
 - i) The Plaza Jam Session will be held next Monday, October 9th, at 10 AM in the Farris Presentation Room.
 - ii) The intention of the Jam Session is to discuss and develop ideas for creating activity in The Plaza.
- c) Student Success and Tactical Forums committee will have their first meeting in late October.
 - i) If you are not on the committee list, but it is something you are passionate about, let Jeannie know.
- d) UF Online Homecoming Tailgate
 - i) Will be held this Saturday, October 7th, from 12-3PM in front of the Reitz Union North Lawn.
 - (1) Our tent will be across the sidewalk from the Heisman House tent.
 - (2) Food will be provided!
 - ii) About 300 people have RSVP'd to the tailgate so far.
 - (1) If you haven't already RSVP'd, please come anyway.
 - iii) Patrick, one of the UF Online Chomp in the Swamp winners, will be attending the tailgate with his agency service dog, Delilah.
- 5) PaCE (Meredith, Nicole)
 - a) PaCE Student Association
 - i) The next meeting, on October 16th at 5PM in Matherly 102, will be an advising session.
 - (1) Please encourage your students to attend!
- 6) Marketing/Communication (Tatiana)
 - a) The marketing team has wrapped up their Spring campaign and will be launching their next campaign in January.
- 7) Career Resource Center (Kelly, not in attendance)
 - a) Please see the attached letter regarding the CRC Career Readiness hold.
 - b) Glenn showed the group the Career Readiness course in Canvas.
- 8) Links Orientation (Kris)
 - a) Links open date for Spring admits
 - i) November 6th was the original go live date, but Kris asked for feedback about moving the date up to October 30th.
 - ii) The consensus was to move the go live date up to October 30th.
 - iii) Kayleigh is reaching out to advisors to update their college Links pages.

- iv) Already admitted students will get an email when Links opens, and students admitted after Links has opened will get an email automatically after they've been added.
- v) If you had residential students that were accidentally added to Links on Canvas, tell them to ignore it.
 - (1) Those students will not get a Links hold.
- b) Personnel Changes
 - i) Kris is serving as Interim Assistant Dean of Students and Director of New Student and Family Programs.
 - ii) Mickey Howard will be transitioning out of NSFP in early November, but staying in the Student Affairs division.
- 9) Enrollment Management: ROC & OneStop (Melissa, Daniel, Tori- none present, update read by Glenn)
 - a) As a follow up to the email we sent to the listserv earlier this week, we launched the new CollegeNet on Tuesday. It is a customized design enhances the user experience, but there are no back end processing changes (yet).
 - i) The Competitive Transfer Criteria can now be directly linked within the application to help remind students of those requirements.
 - (1) If any of those criteria need to be refined, please let TJ know.
 - (2) In Melissa's denial analysis, many of the denied students applied without any of the competitive transfer criteria.
 - (a) Hopefully, by linking to the criteria in the application, this will reduce the number of students who apply without any of the criteria.
 - b) Dan traveling to a OneStop Conference in Boston, will be back next week.
 - c) ROC in final phases of interview selection for new ROC team members. Sterling, the newest recruiter, started on the phones this week.
 - d) Application deadline was Monday. We're up about 600 application from last year. Hurricane Irma has impacted how quickly files are getting completed, but working through file completion until the 10/30 deadline.
 - e) Here is the link to the [2017 Annual Report for UF Online Enrollment Services](#). In this year's report, you'll see how we adjusted staffing, redesigned our service model, and implemented new initiatives to enhance the student experience.
- 10) Colleges/Departments (all)
 - a) College of Journalism (Judy)
 - i) Bridget and her family moved to Atlanta, but she will still be working with UF Online.
 - ii) Leland Henry is the new PaCE advisor for CJC.
 - b) Warrington College of Business (Kari)
 - i) Business is waiting on confirmation from HR but the plan is to hire for a new UF Online advisor soon.
 - ii) If your students are looking for career readiness help, Kari recommends GEB 3035, Effective Career Management.
 - (1) It is a 4 credit course that is open to all students and has no pre-requisites.
 - (2) Kari would recommend taking the course in either Sophomore or Junior year.

Fall 2017 UF Online Advising Group Meeting Remaining Schedule. All meetings begin at 2:00 in Farrison Hall Room 2000 (Presentation Room on 2nd Floor).

** Please note that the October 19th meeting has been cancelled.**

Nov 2, 16, 30

Dec 14

UF Online Advising dashboard: <https://www.advising.ufl.edu/UFO-Dashboard/>

UF Online Handbook: <http://handbook.ufonline.ufl.edu/>

Letter Regarding Career Resource Center Hold

Dear Advisors –

On **October 3, 2017**, students who began as freshmen at the University of Florida must complete two Career Readiness requirements during their second fall semester. The requirements are a part of the Career Readiness Check-In tools created to help students with their post-graduation goals. Additionally, it is one of the university's responses to the [Governor's "Ready, Set, Work" challenge](#) to aid students in their post-graduation planning and employment efforts. Students must complete the following requirements in order to register for classes. Below you will find information to help students in navigating and completing each requirement.

- **Requirement #1 – Creation of profile in Gator CareerLink** – To satisfy this requirement, students must activate their Gator CareerLink (GCL) account through the [Career Resource Center](#), click on the “Gator CareerLink Login” tab, and select Student Login. They must complete all required fields notated with a red asterisk and read and check off the “Policy Affirmation” section located in the Privacy tab. Failure to complete these areas will result in an incomplete profile. Successful completion of all profile fields completes the requirement. CareerLink is the university's online centralized portal for career services and connections.
- **Requirement #2 – Completion of Canvas module** – To satisfy this requirement, students must navigate to the ‘[Career Readiness Check-In](#)’ Canvas course to complete 1 module of the course. Students within the assigned cohort will be automatically registered for the course. The successful completion of one (1) of the four modules of the Canvas course will satisfy this requirement. Students must pass one quiz with a score of 4 (out of 5) or above in order to complete the requirement. Successful completion of the quiz will meet the requirement. **In order to successfully complete the quiz and requirement you must click ‘Next’ at the bottom right of the quiz results page. This will take you to a final page which reflects completion of the Career Readiness Assignment. Canvas recommends using Chrome whenever using their site.**

A resource page that provides detailed information about each of the career readiness requirements and frequently asked questions about the Career Readiness Check-in is available at

ufcareerready.com. Additionally, you can find more information about the university's response to the Governor's "Ready, Set, Work" Challenge and the career requirements.