



UF Online Advising Group Meeting
Thursday 12/14/2017, 2:00 PM
Presentation Room, Farrior Hall

- 1) Approval of 11/16 minutes
 - a) Minutes are approved.
- 2) Message from Evie Cummings, Director of UF Online
 - a) Happy Holidays!
 - b) Graduation reception on Saturday, December 16th
 - i) We hope you can come on Saturday!
 - ii) 202 people have RSVP'd.
 - c) The Advisory Board meeting in October was successful.
 - i) Evie will be presenting to the Board of Governors in January.
 - d) Work on the next five year business plan (2019-2024) will start soon.
 - e) TJ Summerford will be leaving UF Online to join UF IT.
 - i) There will be an event in January in TJ's honor.
 - (1) More information about this event to come.
- 3) UFO Updates and News – (TJ)
 - a) TJ has been trying to document his responsibilities to hand them off to the appropriate people.
 - i) TJ will try and bring some of those people to our first January meeting.
 - ii) Mike Ronco, Beth Hathaway, and Eric Ryan will be the three individuals primarily responsible for taking some of TJ's duties (keeping in mind that they have full time jobs as well).
 - iii) Evie is also looking to create a position that will fill some of the strategy development role.
 - b) TJ will still have access to the system so if you have any questions about who to contact, ask TJ, and he can get you connected with the appropriate resource.
 - c) Financial Aid
 - i) This week, Student Financial Affairs (SFA) moved their case management into Salesforce.
 - ii) The hope is to expand the use of Salesforce to other areas of campus as well, including into advising.
 - (1) The plan is that Salesforce can serve as a unifying location for various systems on campus.
- 4) UFO Deadlines, Events, Reminders, and Announcements – (Glenn)
 - a) AA degrees in UF Online
 - i) UF Online students are eligible to receive AA degrees.
 - ii) We do not admit students to UFO as AA degree seekers.

- (1) They have to be admitted to a degree seeking major.
 - (2) But, they can get an AA degree along the way.
 - iii) CLAS certifies all AA degrees.
 - (1) Feel free to refer students with questions to Kelly Stalter at kellymarie@advising.ufl.edu.
 - (a) Kelly will refer them to the appropriate CLAS advisor.
 - (2) All advisors can run an AA degree audit using uf-aa as the degree program code.
 - iv) It is probably best suited for students who are leaving UF to transfer to another institution, or are stopping out for a period of time.
 - v) Generally, students need to complete/earn the AA prior to earning their Bachelor's degree.
- b) Minor form for UF Online
 - i) Bridget developed a fillable minor form that UF Online students can use to fill everything except the signatures electronically.
 - ii) The minor form still lists all of the residential minors and minor codes.
 - iii) Hopefully, the goal is to eventually develop a UF Online specific minor form that will just show the UF Online minors and minor codes.
 - c) Students pursuing degrees at multiple institutions
 - i) Students can only receive federal financial aid at one institution, so this is usually caught by financial aid.
 - ii) Academically, there isn't anything in place to prevent students from being degree seeking at two schools.
 - (1) They need their college's permission to be dual enrolled.
 - (a) So, the college can decide to allow or not allow dual enrollment.
 - (2) Students need to be mindful of residency, for both UF and their other institution.
 - (3) Students need to send a transcript every semester with the credits from that school.
 - iii) We can't theoretically stop them from being degree seeking at more than one institution.
 - d) Spring meeting schedule
 - i) It was decided that the first Spring meeting will be the week after drop add.
 - ii) It was also decided that we'll move to monthly meetings in Spring.
 - iii) Glenn will send out an updated schedule.
 - e) Displaced student program
 - i) About 17-18 HUR students have registered for Spring classes so far.
 - ii) Glenn is hoping that we can reallocate any of the unused HUR section seats back to the UFO sections for those courses.
- 5) Student Success and Engagement (Jeannie)
- a) Jeannie and team are working on a course shell for all UF Online students that will include information to help students and will direct students to the Plaza.
 - i) It will allow students and advisors to message one another through Canvas.
 - ii) It will be an easy way for students to log in to the Plaza.
 - b) The Student Success Task Force's meeting was postponed until January.
 - c) Academic reminder emails to students will be going out starting in the Spring.

- i) If you have any emails that you'd like sent out to your students, let Jeannie know.
 - ii) Jeannie will BCC advisors so they know the content being sent in emails.
 - d) Fall Commencement Reception
 - i) Saturday, December 16th from 11AM-2:30 PM in the Women's Club, which is next to the basketball practice facility.
 - ii) Feel free to drop in at any time.
 - iii) The plan is to continue to have receptions for both Spring and Fall, and potentially Summer in the future.
 - iv) UF Online will be celebrating its 1000th graduate this semester.
 - v) On TJ's Reports, you can look at the list of your graduates from this semester.
 - e) Collecting student stories (ongoing)
 - i) Please share your student stories with UF Online administration to help easily identify these students in the future.
 - ii) Advisors may be asked to initially reach out to students (with an email template provided to advisors) since students will be more receptive to look at an email from their advisor.
- 6) Enrollment Management: ROC & OneStop (Melissa, Daniel, Tori)
 - a) OneStop
 - i) OneStop is wrapping up the remaining Spring processing.
 - ii) Last week, OneStop reached out to the Spring admits who did not have their residency classification.
 - iii) Summer file review will begin!
 - b) ROC
 - i) All six of Tori's recruiters should be ready to go today!
 - ii) Tori and team met with the Microbiology department, who was awarded with a large grant for campus and UF Online students.
 - (1) The grant is towards the student's cost of attendance, not just tuition.
 - (2) Students do have to be full time to be eligible.
 - (3) It is specifically for underrepresented, low income transfer students who meet certain GPA criteria.
 - iii) ROC will be transitioning to the lightning edition of Salesforce.
- 7) PaCE (Meredith, Nicole)
 - a) Decision day is coming on February 9th.
 - b) Meredith will be the admin/creator of the Facebook PaCE Class of 2022 page this year.
 - i) Previously, students have created this page.
 - c) To clarify: a PaCE student who leaves before earning 60 hours cannot apply for campus admission.
 - i) This is because UF residential does not allow for lower division transfer students.
 - ii) They'd need to either earn 60 credit hours, or apply for readmission with the intention of being readmitted to the UF Online side of PaCE.
 - iii) There is now a question on the readmission application that asks about PaCE.
- 8) Marketing/Communication (Kathy)
 - a) Tomorrow, there will be a story in the Gainesville Sun about UF Online reaching its 1000th graduate.

- b) Please send student stories!
 - i) Marketing will be hiring a student assistant to write bios about UF Online alumni.
 - ii) The position just posted yesterday, and the hope is to hire someone in January.
 - c) Kathy is working on the media buy for the Spring cycle.
 - i) For this Spring cycle, 100% of advertising will be spent on in-state marketing.
 - ii) More focus will be put on bus wraps, which proved to be very successful.
 - (1) South Florida, Jacksonville, Tampa, and Orlando will be the primary focus.
 - (2) Gainesville will have bus wraps as well.
 - (3) When possible, specific routes that go to state colleges will be targeted.
 - (4) The bus wraps will either be a general UF Online or a Finish at UF specific wrap.
 - iii) 160 over 90 has been hired to produce 2 sets of videos.
 - (1) The first set of videos feature: a faculty member, an HEB graduate, an Environmental Management graduate, and a Business graduate.
 - (a) There will be a 60-90 second video on each one, along with a 15 second spot for each, and a general 30 second spot.
 - (b) These videos will launch sometime at the end of January.
 - (c) These videos will be available for the colleges to use.
 - (2) The second set of videos focus on how to apply.
- 9) Toby Shorey
- a) Toby has been reaching out to colleges for training on the new degree audit system in February, since the new degree audits will be live in March.
 - i) This training is just degree audits, which is in Release 4 (early March).
 - ii) Student records will be doing registration training, which is in Release 5 (later in March).
 - iii) Graduate students will also be getting degree audits (eventually) so please invite your graduate student advisors as well.
 - b) If you belong to an organization that uses degree audits but isn't under a college, let Toby know so he can provide training.
 - c) Toby will also be doing two additional sessions at HR that you can either attend in person or watch later online.
 - d) Major change functionality will switch over to the new system on January 16th.
 - e) Toby sent an Excel spreadsheet to the UF advisors listserv today to explain what functionality is going where.
 - i) Please review and let Toby know if you have any questions.
 - f) Universal Tracking for all 8 terms is in the works.
 - i) This will most likely be launched for 2019.
 - ii) This is meant to complement the current 5 term tracking in order to encourage students to think about timely graduation.
 - iii) It will be program specific, so colleges will be able to set guidelines.

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

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