



UF Online Advising Group Meeting
Thursday 1/18/18, 2:00 PM
Presentation Room, Farrior Hall

- 1) Approval of 12/14/17 minutes
 - a) Minutes are approved.
- 2) Guest Speakers – IT Support Team
 - a) Mike Ronco, IT Architect
 - i) Focus: Data projects
 - b) Beth Hathaway, Application Developer Analyst
 - i) Focus: Data projects
 - c) Eric Ryan, Communications Manager
 - i) Focus: Salesforce
 - d) Glenn will be the initial point of contact when needing to get in touch with Mike, Beth, or Eric.
 - i) If Glenn is out of town, feel free to contact Jeannie or Meredith as well and they will pass it along to the appropriate person.
 - ii) Their email is: TNTDATASTAFF@AA.UFL.EDU
 - e) The goal is that we can create reports that everyone can access and will be helpful to the group.
 - i) That way, we can access these reports at any time.
 - f) The UF Teaching and Technology (TNT) organizational chart can be found at the bottom of the minutes.
- 3) UFO Deadlines, Events, Reminders, and Announcements – (Glenn)
 - a) UF Online Open Positions (from Evie):
 - i) UF Online is recruiting for a dynamic leader to serve as the [Associate Director for Strategic Management and Operations](#). The Associate Dir for Strategic Management and Operations will serve as the management lead in UF Online charged with ensuring agile, smooth, and strategic operations. This is a senior, visible position with large responsibilities for ensuring the coordinated and strategic management of UF Online’s many support units and functions, working across and closely with the entire UF Online Board of Directors. Love data, analytics, leading people, and solving cross-campus management challenges in the interest of faculty and students?
 - ii) Next, UF Online is also recruiting for a new [Assistant Director for Budget and Accountability](#), charged with everything money and finance for UF Online ... but just as important, this position also includes a strategic focus on UF Online performance and results measurement, campus-wide. In doing so, this Assistant Director will also manage UF Online’s 10 year budget forecasting tool and evolve it into the predictive model it should ultimately be for campus usage. Working with each member of the

UF Online Board of Directors, the Assistant Director of Budget will ensure sound budgeting and reporting for the entire program.

- b) Spring UF Online Advisors Meeting Schedule, 2:00 – 3:15, Farrison Hall
 - i) Jan 18
 - ii) Feb 15
 - iii) March 15
 - iv) April 12
 - v) May 10 (tentative)
- c) Spring UF Advising Conference, Monday, February 5
 - i) RSVP at <https://www.eventbrite.com/e/2018-uf-annual-advising-conference-tickets-41877898923>
 - ii) This year's advising conference theme is Make It Happen: Succeeding through Change.
 - iii) Don't forget to wear your UF name tag. Hand-written name tags will be provided as well.
 - iv) Please register for the conference as soon as possible, as space is limited.
 - v) Keynote Speakers
 - (1) This year we will be joined by keynote speakers Dr. Rich Robbins, Dr. Ruth Darling, and Dr. Nancy King from the NACADA Consultants Bureau.
 - (a) The keynote speakers will also be in charge of the NACADA consultation, which will take place from February 5-8.
 - (i) UF Online will be included in the NACADA evaluation.
 - (2) There will be a presentation about UF Online and PaCE at the Advising Conference as well.
- d) New Change of Major Process
 - i) Comments, experiences, etc.
 - ii) Feedback in general is that it takes much longer to change majors in the new system.
 - iii) If you are changing a major for someone outside of your college who already has a declared minor, you have to email the OUR degree team.
 - (1) This will be fixed in the future but email the degree team for short-term issues.
 - iv) If you have trouble making a change, make a note of it and take it to the open lab training next week.
 - (1) Labs will be held on 1/23, 1/24, and 1/25 from 1-5PM in HUB 221.
- 4) Student Success and Engagement (Jeannie)
 - a) Work is ongoing for rebranding the Plaza and putting it in Canvas.
 - b) Jeannie and Mike are also working to gather data on PaCE.
 - c) Collecting student stories (ongoing)
- 5) Enrollment Management: ROC & OneStop (Melissa, Daniel, Tori)
 - a) OneStop
 - i) Eunice in the OneStop had her baby (a boy) on Tuesday- congrats!
 - ii) Working on Summer files.
 - b) ROC
 - i) Recruiters are getting ready for Spring travel.

- ii) They are working on a website for admitted students, similar to what the residential Admissions website offers.
- c) Melissa
 - i) She is working on a time sensitive project for Eric and will send the final drop/add numbers as soon as they are available.
- 6) PaCE (Meredith, Nicole)
 - a) Decision Day is February 9th
 - b) Meredith has already created the UF PaCE Class of 2022 and UF PaCE Parents Class of 2022 Facebook pages.
 - i) These groups will not be made public until closer to decision day.
 - c) All admissions questions should go to freshman@ufl.edu.
 - d) PaCE will be presenting at Florida Days in March and April.
 - e) The Fall 2018 PaCE majors are already listed online on the Admissions website.
 - i) Please check the list- some majors have been removed and some have been added.
 - ii) Specifically, for College of the Arts students, they will be required to move to Gainesville and take their studio courses on campus.
 - (1) They'll take their other classes online.
 - f) Meredith is working on a PaCE manual as well.
 - i) This will be an internal document as a resource to use when talking with PaCE students.
 - g) Thanks to the colleges who participated in the Campus Diplomats PaCE/IA Advisor Panel.
 - h) PaCE students are continuing to get involved on campus in various ways.
 - i) We can make exceptions depending on the situation.
 - ii) Please talk with Glenn if you have a student in this situation.
 - iii) Some examples are ROTC, Preview Staffer, Student Conduct, Litigators, etc.
 - iv) Any student in any major can work in the College of Journalism's TV and Radio stations.
 - i) We have a few PaCE students that will be graduating this Spring, which will be the first for this group.
 - i) Meredith will work on sending the colleges lists of PaCE students graduating in Spring.
- 7) Marketing/Communication (Kathy)
 - a) The new marketing campaign is underway, and will ramp up most in April and May.
 - b) The student writing position has posted, so please share any student success stories with Kathy so the new student hire has some stories to write about!
- 8) Links Orientation (Kayleigh)
 - a) 376 students registered for Spring 2018 Links.
 - b) NSFP will continue to refurbish Links and edit the content.
 - c) Links for Summer A will be mid-March, and webinars for new students will start in early March. (Advance registration for Summer and Fall will start April 2nd).
- 9) Toby Shorey
 - a) Advisors will have to sign up for an HR course before the degree audit training so Toby has a list of who will attend their college's degree audit training.

b) In addition to trainings for each college, there will be two HR sessions that will be filmed and posted online.

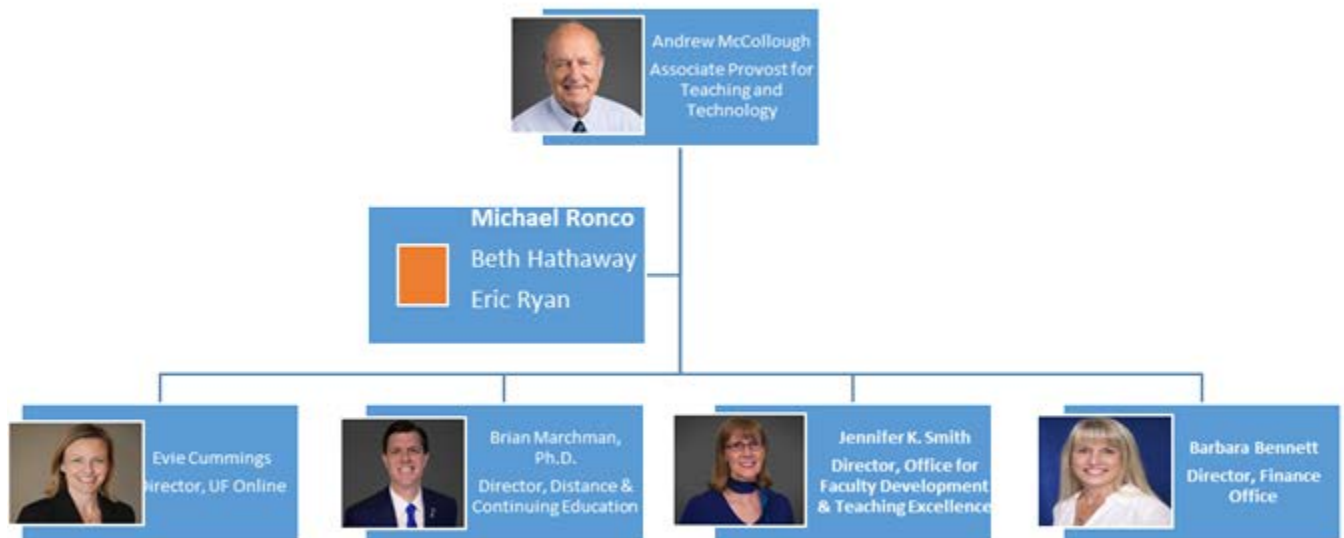
10) Colleges/Departments (all)

a) Alejandra Delgado will be leaving HHP and UF Online to work with residential students in the College of Journalism. Her last day at HHP will be January 25th and first day in Journalism is January 26th.

i) Sarah will be filling in for the short term, and in the long term there will be additional hires in the departments instead of hiring a UF Online specific advisor.

b) Amber Forshee has left UF Online and is now working in Engineering.

UF Teaching and Technology Organizational Chart:



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

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