

**University Advisors Network**  
**February 19<sup>th</sup>, 2020**  
**9:30-11:00am**  
**Capstone Campus Room**

Attendees: Rachel Acosta, Valeria Bates, Jillian Carey Bigony, Jane Bouknight, Rebecca Boyd, Avette Brown, Katie Christensen, Carolina De La Cova, Rachel Denmark, Mike Dial, Brian Dusel, Lauren Epps, Amber Falluca, Gwen Geidel, Kelsey Grant, Trena Houpp, Sarah Jusiewicz, Helen Le, Matt Lindenberg, Leah Lindsey, Xinfeng Liu, Amanda Lucas, Aaron Marterer, Jessica McCartha, Sara McConville, Paige McKeown, Meredith McNeice, Nicole Montgomery, Skylar Pritchard, Moseetta Ragin, T’Kara Richardson, Lauren Sanborn, Catherine Studemeyer, Jenn Tilford, Nancy Tolson, Sandra Varney, Heidi Waltz, Donna Watson, Trudie Wierts, Amanda Zeigler,

**Welcome and approval of January 2020 UAN Minutes**

(For reference: Gates Foundation [Advising Success Network PowerPoint](#) )

**Bulletin update, Course Leaf implementation\***

**Aaron Marterer**

*Bulletin Update*

*As you may have heard, the university is in the process of implementing a new system to manage the Academic Bulletin and curriculum management. The University of South Carolina will implement a comprehensive Content Management System called CourseLeaf to replace the current Academic Bulletin and Academic Programs Proposal System (APPS) web-based platforms. This comprehensive system will streamline the process for bulletin and curriculum approval work flow and have a more seamless integration with Banner to reduce inconsistencies between curricular sources.*

*The university will implement CourseLeaf in two phases. Phase I will include the Catalog Management System (CAT). In order to implement CAT for the upcoming 2020-2021 Academic Bulletin, the target publish date for the 2020-2021 Academic Bulletin is no later than June, 2020. Other university curricular sources will have information published, per the regular schedule. Major maps will be posted on the [Major Map Repository](#) by February 15, 2020, and course information will be reflected in the 2020-2021 schedule in Banner. The soft deadline for release of the “Draft” 2020-2021 DegreeWorks Catalog requirements is April 15<sup>th</sup> with final validation & release at/before June 1<sup>st</sup>.*

*Phase II of the implementation includes the CourseLeaf Curriculum Management System (CIM) to replace APPS. This system will provide an automated workflow for faculty to propose new courses or programs or modify existing courses or programs. It will be integrated with Banner, and will synchronize with the Academic Bulletin. The target implementation for CIM is March 2021.*

*The Office of the University Registrar has created a [website](#) that provides general information and updates about the implementation of CourseLeaf, as well as a place to ask questions or provide comments.*

- This vendor has an academic catalog and a system to put in and approve curriculum changes
- Tightly coupled with the process and the bulletin so when the new courses are approved it will go directly into the bulletin
- It has another feature that syncs the catalog with the catalog in Banner which currently does not happen
- It runs a daily feed and show what is not synced in the two databases and see why it is not syncing
- Other part of implementation – in order to get the catalogs synced they have to be formatted in the same way. If there is a prereq abbreviated and having to type out the word and make sure all courses show this.
- Ed Short and his team are the ones in charge of this
- Started the conversion of curriculum information and reaching out to those who handle that part of the curriculum to make sure all are correct
- Plan roll out for the bulletin will be in late June instead of February
- Fall 2020 - major maps are published; schedule of class for fall 2020 have all the changes along with new courses; DegreeWorks will be available by April 15 draft form to be ready for June 1; bulletin launch June 1
- Name of vendor is Leepfrog. CourseLeaf – modules are CAT and CIM (one for bulletin and one for curriculum)
- They have a website explaining it all
- Phase II – CIM replaces APPS kicks off in July and ready in the spring semester
- New courses approved in January but could not schedule in the fall semester –question from Gwen Geidel – Aaron will look into it
- How are the colleges vetting it and how it is working – vendor does a vetting internal. Building the 19-20 bulletin in current vendor then using the APLs to decide how to contact the colleges. Start beginning of April. Then add the d20-21 changes and vetted again
- One source of catalog information that pushes out to other sources
- Univ of Alabama catalog was wonderful - link out to the vendor sited with a wide array of examples
- UAN will be sending out an email to the larger community with the website for the example catalogs

## **Study Abroad**

**Chrissie Faupel**

- Spring 2020 numbers – CAS 164 up 27%; highest Public Health 58 (+76%), Education 1, Engineering 18, HRSM 62, CIC 86, Nursing 12, Social Work 0, DMSB 374
- New application database rollout will be – International business – mid Feb for Sp 21 applications; Global Exchange early April for Sp 21, Global Direct early April for Sp 21, Global Partner early July for Sp 21, Global Classroom early July for Fall Break 2020;
- System will be called - Education Abroad Application System
- New name for Study Abroad Office – Education Abroad Office due to their new duties – service learning, study abroad, internships

- New Advisor Guide Online – under opportunities for faculty and staff and it lists their college liaison
- Peace Corps prep program – certificate program that may desire to go into peace corps; series of in class and out of class experiences
- 4 competencies – work sector; foreign language skills; intercultural competence; professional and leadership development – if the student has these then they will be ahead of the game to get into the peace corps
- By the end of the first year – 50 students were enrolled
- Peace corps has become very competitive; you now apply for a particular job and country
- Everyone has gotten in that has applied
- Teegan is our peace corps representative; there is no marketing material
- 4<sup>th</sup> Annual Study Abroad Advisor's Conference on April 23 9-3 at Russell House; focusing on campus partnerships

### **Advising Technology**

**Brian Dusel**

- Navigate updates – sync with multi factor has been a factor in the sync
- Should be fixed by Thursday and Friday
- Updates from EAB – condensing reports – there are 49 reports in EAB and condensing down to 16 reports – beginning of March
- CAS next to meet to discuss success markers refresh to make them more practical and useful
- Can have a more directed training to discuss success markers and how to use them
- APP is still in progress with the Advising Tech sub committee

### **Appreciating Academic Advisors**

**Sandra Varney**

- From fall 19 semester 179 cards, 80 were recognized; 167 students recognized their advisor
- This is for any advisor
- There were 4 gift card winners last year
- You can submit a paper form or do it online through the UAC website in the toolbox
- Is it reported to the supervisor of the winner? They are working on figuring how to do that because she does not know who specific supervisor would be

### **UAN updates**

**all**

- Fall 2020 - ARTS studio classes will be changing from 3 credits to 4 credits – it affects all 200-400 except 260. The 100 level are staying 3 credits
- SCHC will begin advising on Monday and registering into SCHC
- Music minor need to go to Tena Stallard for a consultation - [tstallard@mozart.sc.edu](mailto:tstallard@mozart.sc.edu) - Must have a USC gpa to declare and do not have to do an audition unless they want to take lessons
- Time tickets should be loaded; holds are out on the system Friday
- Spanish minor credit SPAN 002T etc can be applied to a minor.
- Thank you for attending the conference and thanking Sara McConville for organizing
- Survey link is out on the web; she also emailed it out to all that attended
- Future meeting preview —

- Scott Verzyl discuss reenrollment of stop outs and their major selection choice;
- Sandra Kelly to speak about the new constitution requirement for fall 2021 current courses that would meet the constitution requirement;
- Mary Wagner and others to continue the discussion about major change at orientation at the Feb 20<sup>th</sup> AADC will get a presentation on how to handle declaring before orientation and not during orientation;
- Admissions will be giving an update about the new class coming in to the university;
- orientation will be giving updates
- Admitted student days – we would love to have advisors at the presentations. We like having advisors, students and faculty. Next one is March 27 and 28 and April 17 and 18

**Adjourn**

**Next UAN meeting - March 18**