MAAN Steering Committee Meeting: 1/26/2018

1. Orientation Updates

- Issac Agbeshire-Noye, Director Orientation, Family Programs and Services provided an overview of what transpired over the Orientation sessions for the spring 2018 semester. Issac is collecting feedback regarding how the Orientation Sessions went, your experiences, what you heard thru the grapevine, etc. This will help with planning for the next sessions. Please sent your response to Rick Gray, rgray112@gmu.edu or Issac, iagbeshi@gmu.edu
- There will be a meeting the week of January 29 with orientation stockholders talking in depth regarding plans for the winter and summer orientation session.
- Crunching numbers for Orientation sessions now. A breakdown of what happens to students after the Orientation Sessions will be provided. The report will include a breakdown for freshmen, Transfer students and for individual schools. The numbers will be provided for your interest. For the fall the analysis is available now. For the winter sessions, work is being done on the assessments now.
- Issac addressed the fact Admissions is still admitting students to GMU. Issac DOES NOT have control over this.
- Some decrease in the number of late admissions has resulted due to an additional Orientation Session held early in December. Results indicate this worked as students were enrolled early in classes. Issac asked for help to make cases for why the number of late admissions should be reduced.
- On the Retention side—Kim Holmes also needs data to make a case by provide information as to what the situation looks like, attendance, enrollment, retention, etc. for students who were admitted within the few days of start of classes.
- Issac stated students who walked in the day of Orientation, were admitted the day before Orientation, and should have been evaluated by the time they got to the Advisors. The credit evaluations should have been posted for the Advisor’s review.
- Walk-in transfer students for the transfer sessions if they have not been fully admitted should go to “Undeclared”. Patriot Leaders will be told to stick to the packet not to what the student(s) say. Issac will tell the Patriot leaders this.
- The “Blue” drink, part of catering, did not go over well.
- Orientation dates provided (three sheets).
- The goal is to reduce Orientation sessions from 9 weeks to 5 weeks. There will be a trial run for this year. If it is successful, efforts will be made to implement this in the future.
- GREATEST THING—We are done shifting a proposed schedule for freshmen. COLLEGE 101 has shifted to the morning for our students. It will not be done in rotation.
- DAY ZERO OPTION-- Asad Khan provided information regarding Math placement test. The student will be able to take the test the day prior to the student’s Orientation date. The test will be offered from 2 p.m. to 7 p.m. Other Departments can provide services on that date which are additional to the services provides during the Orientation sessions.
- So transfer students can start earlier preparing for the fall semester, transfer students can register beginning May 8. This will not be advertised to avoid a student opting not to attend Orientation.
• People from the Orientation Services office will start using a clicker to see how many students are being seen. This is to prevent personnel sitting around waiting for the last person to walk in.
• Issac stated, “Experiment with assessment during Orientation is a challenge”.
• There will be times for Math Placement test given primarily during sessions “A”, “B”, and “C”, but other times will be offered. Based on last semester’s testing results, it was 63% who passed. This information is listed on the general web site. It is open to everyone.

2. **External Committee Involvement and Information Sharing**
   • January meetings were all cancelled. Meetings for different committees will resume staring the week of January 29.
   • Update regarding Faculty Senate: The repeat course policy is looking like it will pass. Grandfathering students is still a question. For those students who have taken a course more than three times, is there one more opportunity? What does the one more chance mean? It is an “intervention” policy, not tied together with termination and repeat course(s).

3. **Orientation**
   • Tuesday, January 30, 2018 all that was discussed today will be discussed at the Orientation meeting.
   • MATH 008 option does look like it will happen. The final piece of the exam will be offered on Day 2 because this piece has to be offered at a particular lab. The student would have to call with the CRN for registration. The fee is $100.00. $60 is for the exam. $40 is for the book. The student can take the exam as many times as the student wants until they pass the exam. The student can do all nine (9) modules at home. The only way to get in MATH 108 is the student must take the Final Exam and must pass by August 1st. This is applicable for Domestic students. International students will get a temporary OVERRIDE for the fall. There will be two different CRNs. Current students and domestic students will have the same CRN number. International students will have a different CRN. The deadline for International students has not been determined, but should be determined by Thursday or Friday of January 22 week.

4. **Professional Development opportunities**
   • What kind of things would you like? Suggestion made: ½ day session, invite folks from within GMU or outside of GMU. There are budget constrictions. CAART and MAAN could co-sponsor.
   • One idea was to have folks who have already presented at NACADA to offer workshops to others to encourage them to send in proposals.
   • The timeline for this was suggested as May. Perhaps during exam week. Jason King will provide information regarding late may presentation to be offered. (May 9—NACADA).
   • Suggestion was made a presentation dealing with “Well Being” such as Pilates, yoga, dodge ball, would be a good topic.
   • Mention was made of offering a raffle with the prize being a membership for NACADA.
   • Please give it some thought. You are asked to contact, Smriti or Heather with your ideas.
   • Smriti will send out an e-mail next week (January 29), requesting feedback from the Steering Committee.

5. **Latest Withdrawal policies**
• The withdrawal policies are pending approval. It is believed the new policies will go thru.
• Students can withdraw up thru week five (5) and the withdrawal will be coded as a “W”.
• Week six (6) thru week nine (9) is still the Selective Withdrawal period. The limit is still three withdrawals while a student at GMU. This too is coded as a “W”. It was mentioned a new designation needs to be created, so as to distinguish between the two types of withdrawals.
• For Administrative or Selective withdrawal the comment was “not sure if these withdrawals will count toward attempted hours for academic standing. The decision has not yet been made.
• Heather will bring up “attempted” hours at APAC meeting for the fall 2018 catalog.
• After the last day to add or drop a course, if the student drops a course it becomes a withdrawal from the course.
• Tuition will be the same.
• Selective Withdrawal will still be the same policy and in the same time frame.
• “Withdrawal” shows up on a student’s permanent record. If a student drops there is no record.
• Different codes were provided by Dawn for Advisors with access in Banner to use to determine what type of drop a student has had in the past. For information on the codes you would have to contact Dawn as I did not hear all of the codes provided and not everyone has access to some of the different screens.
• The University should be contacted/approached to see if a different notation can be made for this type of “withdrawal”.
• Troy proposed a one-page sheet with all these policy changes be provided.

6. Learn Over Lunch (LOL)
   • Tuesday, February 6: SSC: A Supervisor’s Prospective
   • Tuesday, February 20 LOL Extra: Office of the Registrar

7. Website Updates and clean up on membership lists
   • MAAN steering committee members - college representatives please take a look at the website and Smriti know if the list looks correct for your unit.
   • Sub-committee co-chairs please look at the sub-committee members and let Smriti know if the lists are up to date.

8. Internal Subcommittee Updates
   • AMP—For the Spring 2018 semester AMP is looking forward to an upcoming “Re-Launch” to kick off the second half of the AMP experience, and additional Signature and social opportunities. After Cohort 3 comes to a close in May 2018, the AMP Co-Chairs will reach out to MAAN as they begin to plan for Cohort 4.
   • APAC—Meeting to be held in February.
   • MAC—Spring sessions are set and posted on-line. The sessions will start the second week of February. Sections 101 and 103 were held for fall. Sections 102 and 104 were cancelled.
• LOL—Jason King mentioned asking Thomas Carter, Student Conflict Resolution and Support Coordinator, Compliance, Diversity and Ethics to be a speaker for one of the LOL sessions. (See above section about other LOL activities for February).
• RAW—Troy read the e-mail sent out by Sara M. regarding all that transpired for RAW. Troy also suggested a Banner be put on Blackboard to advertise RAW. Sara’s email appears below:
  • 162 total undergraduate respondents; reflective of the following colleges/schools:
    o CHSS = 44
    o COS = 24
    o VSE = 19
    o CHHS = 14
    o CEHD = 11
    o BUS = 11
    o UNDE = 8
    o SCHAR = 8
    o CVPA = 4
    o INTO = 1
  
  • ALL respondents were asked Q1: “Do you have an appointment scheduled with an advisor to discuss spring registration?” 77.16% responded NO; 22.84% responded YES.
  • Of the respondents that answered YES to Q1 were then asked, Q2: “Will this be your first advising appointment since the fall semester started?” 65.71% responded YES.
  • Of the respondents that answered YES to Q1 were then asked, Q3: “Do you intend to meet with an advisor every semester?” 100% responded YES (yay! Win for advising 😊)
  • Of the respondents that answered NO to Q1 were asked Q4: “Will you schedule an appointment/meet with an advisor as a result of this encounter?” 86.40% answered YES.
  • Of the respondents that answered NO to Q1 were asked Q5: “Do you know how to contact your academic advisor?” 80.80% responded YES.

In brief: An overwhelming majority of the students polled did not have an advising appointments scheduled within the first 7 weeks of the semester. For those that did plan to have an appointment with their academic advisor at the time of polling, it was going to be their first appointment of the semester and they also intended to meet with their advisor every semester. And RAW efforts (e.g., tabling, kiosks, guerilla marketing) worked! Of the students that did not have a planned meeting with their academic advisor at the time of polling, an overwhelming majority indicated that they would schedule one as a result of the RAW encounter 😊. While campus-wide we’re getting better and better with access and information with academic advising, nearly a quarter of students that didn’t have plans to make an appointment with their academic advisor at time of polling do not know how to contact their academic advisor.
We should definitely debrief as a group when we prepare for RAW spring 2018; I can also share specific school/college trends with you. Further recommendations is seeing how we can get students into academic advising offices earlier in the semester, what questions we may want to poll in future assessments, and efforts to increase our sample size! Many thanks go to Michael Galvin who was instrumental in our data collection and data collection tools and to everyone on the team that polled, bugged students, kioskced, pamphleted, chalked... pretty much everything. You guys rocked!

- Social—No report given.
- Web Team—No report given.

9. **Academic Advisor of the Year**
   - Voting beings on Monday January 29, 2018 and will continue thru Friday, March 2, 2018.
   - Selection Committee is made up of Terri Bevilacqua, Heather Anderson, Troy Lowery, (last year’s recipient) and Jon May. Terri will send out an e-mail for the date(s) to meet.
   - The room reservation is made a year in advance for this event.
   - Terri will distribute “vote” cards for high traffic areas.
   - Announcements will be put out on Social media websites.
   - This is a student driven award.

10. **ADVANCE SYMPOSIUM**
    - Terri Bevilacqua represented Wayne Adams for this report.
    - There were no updates and no answers available. Ask Wayne to share the details.
    - Data provided by Terri: 26 out of 48 attendees from NVCC responded to the survey. 38 out of 76 attendees from GMU responded to the survey. 86% from NVCC found the symposium to be helpful. 92 from GMU found the symposium to be helpful. Average = 87.9%.
    - Working Group 1 dealing with policy -- 73.9% found the session beneficial.
    - Working Group 2 dealing with Adm/Mrktg -- 52% found the session beneficial.
    - Working Group 3 dealing with Student Services -- 69% found the session beneficial.
    - Working Group 4 dealing with Admissions -- no actual percentage provided.
    - At present we are leaning on the side the symposium was effective and appropriate.
    - Wayne Adams will be asked to share the actual numbers regarding the symposium at a later Steering Committee meeting.

11. **New Success Coach Introduced**
    - Rita Snyder-Furr is the new Success Coach, (ADVANCE/NVCC). She is located in the Admissions Office, 213 Johnson Center. Ms. Snyder-Furr’s e-mail address is: rsnyder@gmu.edu. Her telephone number is: 703-993-2426.

**Dates for our future meetings:**

- **February 23**
  - in Sub 1, Room 1508
- **March 30**
  - in Sub 1, Room 3A (AAOY award so it is possible the meeting will be shorter)
- **April 27**
  - in Sub 1, Room 3A
May 25th in Sub 1, Room 3A and June 29th in Sub 1, Room 1508