January 6, 2021

8:00am  Zoom Room Opens – breakout rooms available for chatting/catching up/community building before meeting starts (if you are interested in participating)

8:25am  Start bringing everyone into the main room

8:30am  Welcome and overview of the schedule!
  - Mckinlaye Harkavy & Sawyer Tedder – ACA Co-VPs

8:35am  Registrar Office Updates – COVID-19 P/F Exception – update of where we’re at, answer questions, system demo
  - Undergraduates can request up to 3 p/f exceptions for Fall 2020 and Spring 2021
    o Wil count toward degree requirements
  - Starting today students have access (exception: fall graduating students already made requests prior to graduation)
  - For COVID-19 P/F – modifications to: Student Academic Records, Grading, Registration, Degree Audit, VO – Degree Conferral
  - Routing of eDocs System (same system as minor/certificate process) – Three implementations:
    o Student requests and immediately updates to student record: Architecture, Communication, Engineering, Fine Arts, Liberal Arts, Natural Sciences, Social Work
    o Student requests, routes to advisor, then to registrar: Business, Geosciences, Nursing
    o Process begins with an advisor (submits on behalf of student): Education, Pharmacy, Undergraduate Studies
    o If a student is in two colleges with different routes → goes through more restrictive process
  - Have to be enrolled (registered and paid for classes) to make changes for that semester
  - If a student graduated in 20209 – will see an error message on the website
  - If a 20209 graduated student continues on as undergraduate – can use any remaining COVID-19 P/F exception for spring courses
  - Routing requests to advisors: system access to advisors on list of EIDs submitted by each college
  - Sara – AIS – demo of COVID P/F request system in eDocs
    o If student goes through advisor to initiate process: no link on website to apply for COVID-19, will just see certificate request form
    o If a student does everything themselves (no advisor):
      - Request page: “COVID-19 Pass/Fail Exception Request” link → statement on used and remaining COVID P/F, disclaimer with link to
Student FAQ, note that clicking “Continue” acknowledges that they read disclaimer
  ▪ Will see remaining classes for the selected semester
  ▪ Request will be automatically applied (counter will be immediately updated)
    o If a student can initiate the request, but an advisor has to approve it:
      ▪ Advisor has an inbox with requests
        • Track by tracking number
        • Search by student
        • Click approve as many as want on list
        • Select a specific request to reject – must give reason (open response)
      ▪ See above for description of COVID P/F request page
    o Students who already used 3 COVID P/F will receive an error message when they go to the system
    o Students can see how many they’ve used on the COVID P/F system, their class list from registration, and grade report
  ▪ COVID-10 P/F Exception noted with * on toolkit, nothing indicated on transcript
  ▪ Graduated seniors – for an exception/appeal past the deadline, first talk within college and then reach out to Bethany/Brenda
  ▪ UEX – classes load to system once completed
    o If the grade completed, they can use eDocs to process
    o For asynchronous courses – student works with advisor and UEX
  ▪ Advisor FAQ & Screenshots on UT Box
  ▪ Student FAQ on Texas OneStop
  ▪ Report problems to: cpe-help@utlists.utexas.edu
  ▪ Timelines:
    o eDocs open Jan 6
    o Communication to students about requesting COVID P/F Jan 6 at 10:30am
    o Reg updates all manual COVID P/F for graduating seniors Jan 7 at 11:59pm
    o Certified lists distributed Jan 11
    o Registration re-opens Jan 11
    o Degrees conger for 20209 Jan 12
    o Tuition due for 20212 Jan 15

9:00am  ACA Update

Stephanie Cantu (ACA President) – update on the meetings

  ▪ Goal: making sure that advisors get a seat at the table
  ▪ Want to change that script and be involved from the beginning
  ▪ ACA Exec has a standing monthly meeting with Michael Nava and Rachelle Hernandez
  ▪ Steph met with Educational Policy Committee – ACA President has a non-voting consultant role
advocating for voting role – Steph will give a presentation on why ACA should have a vote (in Jan)
- currently 10 faculty votes, 4 students votes
- Registrar’s office, ACA, campus partners – non-voting consultants

- Faculty Council – will present at a meeting – what advisors do and how we can all work together
- Invited interim provost Jaffe and President Hartzell to an ACA meeting this spring
  - Want them to be aware of advisor concerns, answer questions
- Inviting Rainbow Di Benedetto (Staff Council President) – staff member serving on provost search committee – discuss how opinions and concerns can be included
- Met with Senate of College Councils – ready to stand by advisors
  - Working with them to make sure that policies they push forward has input on greater effects
- Assistant Deans Council is another avenue
- Think about if you have any avenues that you are connected to or would like to work with

Josh Barham and Sarah Singer (ACA Presidents-Elect) – Petition

- Sent out last two days before break
- Compiled advisor concerns into one document to share with leadership
  - Committee seats to be involved in decision making
  - Communication
  - Compensation – workload – things that aren’t in job description, increasing workloads, pay
- Petition will go to UT President (may not want or be able to do something) and can be shared with others
- Planning on adding more research and data to petition
- Once petition is finalized – want to get signatures from membership and allies (Senate of College Councils, etc.)
- One of the concerns around pay – disparate pay across campus
  - Compensation report from last year
  - Mike Rainey – past work with HR
  - If you have other things that would make your jobs easier pay wasn’t a policy?
    - Moving job duties to another role
    - A month off in summer?
    - (feedback mentioned below)
- ACA Exec, Advisory Council, Past Presidents have provided feedback on petition
- Want to make sure that we’re serving the best interests of entire committee

9:30am ACA Committee Updates and Announcements

- Dr. McClain – TEXANN Conference – Feb 24-26 – virtual
  - https://texaan.org/Annual-Conference
  - Keynote – Angela Davis – issues of diversity in higher education (1st time addressed as an organization)
- Commission of Higher Education
- Camp Gladiator – working out
- Sessions – academic coaching, financial education, financial aid, counseling
- TSI Updates
- Trivia + a big surprise
- $50 (until Feb 12), $75 after
- 500 spots available

**Awards & Recognition Committee**
- Staff Scholarships – continuing education (grad school – books or other costs), staff development – $500
- Student Scholarships – students who work in academic advising, student support roles - $300

**PDD** – registration open until Feb 3 – $15
- Taking proposals – creative is welcome: prerecorded presentation and live Q&A, discussion group, etc.
- Keynote: Dr Gage Paine

**Holiday Party Recap**
- Thank you for participating! Hope that you enjoyed it!
- Gave out gift cards (should have received by now).

**ROAD Committee**
- Spring semester list of events will be distributed by the end of the month

**FUNdraising Committee**
- Raised $180 for scholarship fund (staff and student mentioned by awards and recognition)
- Working on more things for spring – keep an eye out
- If you have any ideas of what you’d like to see – events or fundraising – send Rebecca Marcus an email

**POD Program**
- Continue after 12th class day (Feb)
- All-POD event at end of the spring semester

**ACA Meetings for the rest of the semester**
- Feb 10
- March 10
- April 28
- May 19 *NEW*
  - Meeting invites sent out (May invite coming soon)

**360 Conference Living and Surviving in the** – Friday, Jan 8

**Internal Transfer document to be sent out this week**

**Meeting with Susie Smith in Texas Parents later today** – conversation points for parents to talk with their students about P/F

**Jen Sims** (previously staff ombuds) – now a peace corps recruiter
- Things are currently on hold, but accepting applications

**Education Abroad – Update event on Friday 9-10am**

**Community Forum**

9:40am
Sawyer and Mckinlaye will host an ACA community forum. This will be a space for ACA members to ask questions of ACA leadership, give feedback, share ideas regarding the advocacy directions we plan to go this semester; you can also just stay and listen joining in community or leave if you want.

- How can we continue the conversation/what else can we focus on to better advocate for the advising community?
- ACA Exec and EMS monthly meeting – why Exec instead of advisory council?
  - Meeting request came from Michael Nava
  - Considering having Advisory Council meet with campus partners (2 year appointment and representation from across campus)
- Making exec more representative of colleges
  - New advisors – it’s a great way to get involved
  - Showcasing advisor roles before elections
- If petition comes to nothing, what are we going to do?
  - Flexible work schedules, work remote days
    - When we go back – issue of not having a computer/sufficient work resources at home, etc.
  - Don’t want to start that conversation – don’t want a consolation prize
    - Keep getting pushed further out of the city and a longer commute
  - Getting a month off doesn’t compensate that time
- University leadership counts on the turnover in ACA, particularly ACA leadership
- During pandemic advisors have done herculean efforts – doing the work and solving the problems without being paid more
- Demand transparency – where did advising fee go when fees were rolled into tuition?
  - Advising fee was created to ensure that advisors had a dedicated funding
  - Moody previous conversation related to pay – advisor fee has been flat
    - Now that it’s coming in as tuition, is it being used for other things?
- Is ACA connected with Graduate Coordinators? Are many of them in ACA?
- Petition – adding stats, cost of living data, how many advisors make lower than proposed minimum wage?

Want to recognize a colleague? Submit KUDOS: https://mccombs.qualtrics.com/jfe/form/SV_2tosTXrhmzqf9Jz

We will see you at our next meeting on February 10!