Attendees: Valeria Bates, BJ Beckham, Lilly Benitez, Jillian Bigony, Jane Bouknight, Rebecca Boyd, Mary Braham, Caitlyn Brockington, Brandi Byers, Lakesha Campbell, Katy Caulder, Chantelle Cayruth, Paris Davis, Kelly DeShazo, Mike Dial, Nora Dragovic, Brian Dusel, Pinkney Epps, Teresa Florentin, Courtney Godwin, Dawn Hiller, Eric Holt, Sarah Jusiewicz, Kristi Kinslow, Sierra Knotts, Lauren Kozlik, Tamara Kuykendall, Alison Leach-Hughes, Helen Le, Sophie Legare, Laken Long, Melissa Lowe, Aaron Marterer, Keith Martin, Ali Mathwig, Kaitlyn McCanna-Doty, Sabrina McClure, Alexis McGill, Chris Miller, Brandi Moore, Caleb Morris, Aleix Mynio, Jay Pou, Marissa Rittermeyer, Claire Robinson, Lauren Sanborn, Amanda Shores, Jordan Simmons, Brittany Sparks, Amanda Therrell, Jenn Tilford, Charles Tisdale, Nancy Tolson, Anna Tompkins, Kate Weaver, Valerie Weingart, Vivianna Williams, Andrew Winterfeldt

Welcome and approval of minutes   **Claire Robinson**
- Last meeting of the year
- Lots of great things happening
- Minutes are approved

Updates from UAN Technology Subcommittee   **Rebecca Boyd**
                                                                        Ali Mathwig

- Last official duty as chairs of the subcommittee.
- What we've been up to – preparing for CPoS
    - Is still a thing
    - Will begin running repost and notifying students this summer for FA24
    - FAQS- tinyurl.com/CPOSforUSC
- F 23 registration aftermath and SP 24 Banner Load Testing
    - Conversations with DoIT and the Registrar team
    - Recommended spreading out time tickets
    - Revisions of some of the registration error messages that student see
    - More explanation about the errors
    - Assisted with coordination of Banner Load Testing
    - Very encouraged by responses
- Enhancement request
    - Search by attribute – completed
    - Concise student schedule – completed
    - Look up classes – completed
    - Navigate enhancement requests – on home page click "?" in upper right corner and go to Idea Portal (this is where all institutions using this go into this and can agree that what we are saying is needed)
- Degreeworks Responsive dashboard
    - Functionality remains basically the same, but with a new updated look
    - Degree percentages stays but credits are going away

- o Sections are collapsable.
- o Freeze changed to Save Audit
- o Will run in parallel with the old Degreeworks until mid-June
- o BJ, will the Degree progression percentage that is staying be similar to the calculation in the current Degree Works dashboard? Is it using the same information to calculate the percentage bar that is currently seen? Yes, that will be the same

Results of Tech Surveys/registration and overall utilization, DegreeWorks Plans
Mike Dial
Brian Dusel

- Sent to all advisors about 80 responded
- Self service – overall usage 75% heavily utilized and most find it very useful
- DegreeWorks 59% heavily used and most find extremely useful
- EAB 62% heavily used
- My USC Experience – 27% not utilized
- Schedule Planner – 28% not utilized and 23% heavily utilized – nice for help with building their schedule, is the unicorn's blood registration quick and convenient
- Advisor Assignments – 29% do not know what this is
- Data Warehouse – 38% not utilized – more training requested
- 2024 Summer/Fall After Action Survey – distributed to advisor from April 23- May 4
- Banner registration system was highly non problematic
- Degreeworks was sill a little slow in loading
- Advising holds was problematic in that they kept coming back
- Non tech course availability and course restrictions were still problematic
- Key themes from feedback 0 system usability were better
- Mandatory registration training and virtual help desk
- Problems with course registration due to the course restrictions
- Introduction to Degree Works Student Educational Planner – advising tool that students and advisors can use to map out a clear pathway for timely degree completion. Advising plans created in SEP will show students
- In the responsive dashboard click on Plan you can choose blank plan or select template to build a predefined based on Major Map
- Pre-defined plan is easy to edit – drag and drop
- Adding requirement to the plan – requirements box, courses box, still needed box
- Tracking seats needs (in development)
  - o Build out a dashboard to allow us to go in and pull a course
  - o Example course subject code, course number, SEP projected seat count, SEP registered seat count, SEP remaining seat count, banner seats available
  - o Thinking about these projections and seat need numbers, will the plan be able to identify a "choice" versus a "required"? I can expand audibly if needed. This is not defined yet.

- o Multiple advisors can be in the plan. Locked plans can be edited by any advisor and students can access it but not edited.

Linguistics Program highlight   **Emily Manetta**
- New undergraduate major for Fall 2025
- Director of Linguistics; in the past we have been a Masters program and a minor program
- Linguistics is the study of the structure of language (sounds, forms and meanings) and how humans use language (social move, communicating identities, having conversations) and we look how language changes over time and how the brain works when we speak and how do we use more than one language
- Who loves linguistics? Students who like
  - o languages,
  - o love puzzles and games,
  - o want to teach English,
  - o love programming, computer science and/or AI,
  - o passionate about careers in SLP, speech therapy, or memory care, interested in social media and online communication.
- Where will students go? Software/hardware/ AI engineering firms, health care, legal interpretation consulting, military/government/NGS translation/analysis; speech/language pathologist/therapist (across the lifespan), secondary edu (English and foreign languages)
- What does the major look like? Introduction to Linguistics (pre/co-req), 3of 4 Sounds, Forms, Meanings, and Lang Variation & Change, Electives that can draw from across the curriculum – computer/data science, SLP, languages, education and political science, integrative courses with hands on components so students can get some practical items, built in courses with VSR, GSS and ARP (will be mathematical foundations in linguistics taught through SCH and will be at the 300 level) History of English Language as a GHS course
- LLC has the concentration in Linguistics but this is a totally different object
- Jenn clarified that this a separate program not contained in LLC – utterly stand alone major – coming in Fall 2025
- Example – Why do we use "just?" Sometimes it is a way to express like you are hitting a wall of not having the word to describe
- **Correction from meeting**: The new Linguistics major in the College of Arts & Sciences is in the discussion and development phase but will not launch in Fall 2025. Please stay tuned for an update regarding when the new major will be approved and open to students. In the meantime, advisors are encouraged to point students interested in Linguistics study to the existing Linguistics Minor, or to the Linguistics concentration in the Department of Languages, Literatures, and Cultures

Curriculum Service Team   **Jenn Tilford**
- New ticketing system for issues with bulletin, Degreeworks, major maps that are on the Curriculum Service team, course issue (pre-req issue), website

- Jenn will be managing this ticketing system to forward the messages to the correct member of the team.
- Go to the Academic Advising System Manager – scroll to create a new ticket under the Curriculum- chose the source of concern, bulletin year, describe concern, add hyper link, screenshot, student id
- You can log in and see your tickets and see their progress
- Jenn will push it out to the team
- Once it is closed, we will be notified.
- Will submitting this ticket take place of informing our UG Director/Faculty UG Committee? Pushed to the Jenn for an answer wanted clarification would not want to circumvent the department relationship
- Does this mean you want us to stop emailing the degreeworks email with information/errors? So not use the degreeworks email anymore
- Attempt to consolidate all the inquiries to get a handle of if there are themes, etc.

Immunization holds updates, reminders of student web resources, ticketing system
Alison Leach Hughes

- 26 sessions total this summer
- 6200 freshen registered; 446 transfer registered; 4664 freshmen guests, 265 transfer guests
- 11575 total attendance
- Fall students – immunization hold will not be placed until August – any student with dual enrollment have to have their hold manually lifted, regardless of whether dual enrollment was completed a a USC campus or not
- Working with the Registrar's Office/Banner to automate this process
- Summer students- immunization holds will be lifted manually
- Students can submit immunization forms in their MyHealthSpace now – must be submitted 2 weeks prior
- College ambassador meetings – May 14 from 230-4 in your Freshman Academic College Visit
- Holds will go on in Mid-August and be lifted in October
- Which session are full? May and majority of June are full. We are now looking at July. What is the deadline for registration cut off – closing 2 days before the date
- International students will come to the August 14 or 15 session.

Advisor Level 4 certification   **Jane Bouknight**

- 127 advisors were recognized
- 273 submissions received
- Gift Card Winners – Brittany Spark, SVAD, Kiisha Hillard, BIOL
- 2024 advising award open July 1 – Nov 1

NACADA involvement   **Caleb Morris**
- Regional involvement in NACADA

- o Attend Region 3 chats
  - ▪ Advising tools – June 5 at Noon
  - ▪ Advisor Self Care – July 17 at Noon
- o Volunteer for Region 3 Committees
  - ▪ 2025 Conference Committee, Awards Committee, Communications Committee, DEI Committee
- o Submit a proposal for 2025 Region 3 Conference
  - ▪ Proposals due in September
- o Apply for Region 3 Awards/Scholarships
  - ▪ Award applications due in November
- o Volunteer at the 2025 Region 3 Conference
- Nationwide involvement in NACADA
  - o Join an advising community
    - ▪ 37 advising communities representing different institutional types, academic areas, interests or student populations
  - o Apply for the Emerging Leaders Program
    - ▪ Apply to become an Emerging Leader or a Mentor
    - ▪ Application Deadline: May 15, 2024
  - o Write for NACADA journal or other publications
  - o Volunteer to ad conferences proposals or awards applications

Announcements
- We have 7119 deposits for summer

Adjourn