

**UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE**  
**MEETING MINUTES**  
**OCTOBER 30, 2019**

**I. Internship Committee**

Meeting began at 12:30 pm with a review of the minutes of the previous meeting. Participants were asked to review the current agenda. Terry Conklin stated he will serve as the liaison for the newly created Internship Committee.

**II. Mid-Semester Advisory Review**

Update on IRC data. Reviewed a document by Lisa Rosen that measures whether retention is impacted by mid-semester advisories. Also examined for impact were grades, courses and overall GPA. Shavonne, who is a representative from Student Advisory, will be available to attend our next meeting to answer any questions. Highest response rate of 84% - 86% of mid-semester advisories completed. Adjunct faculty are usually slower to submit due to class sizes. This year there were a number of students who had 4 or 5 advisories that reported in danger of failing. Students with that many are recommended to withdraw. Outreach was attempted for those who were identified early. This committee will try to inform how outreach is conducted in the future. The initial report states that students are retained at a higher rate when they are identified early. Some questions raised regarding the mid-semester advisory: do students change their schedules in the next semester; is there a way to streamline the correlation; do they take different classes; do they go to tutoring and what is the outcome? It would help to be able to document these results and data to keep track of their success. Could we look at this in reverse - students who took tutoring did they do so as a result of a MSA? Would it be possible to find out if students of different demographics are benefiting from MSAs? Asked about transfer students and athletes, as well as first-generation students. Is it possible to identify those students? Look at students who self-identify on applications. Additional questions should be generated to help focus our analysis. How can we quantify those who do retain as a benefit from MSAs? What is the benefit of catching them early and can we identify those students earlier? Eight weeks into the semester may not be early enough to take full advantage of tutoring or other supports. Could we begin sending out the advisory at week 4? Would that be more helpful? Not sure whether there is enough data available at this time. Is there a mechanism to capture what the students are doing as a kind of checklist? There are some things that we can know and track, there are some things we can't track. Next year we could offer more mid-semester courses. Practical solution would be to offer more online courses and have a list in September/October to offer the students.

**III. Revision to FPS 11 - Academic Honesty**

I am looking to connect with GAC to find out about the text for FPS 11. This committee submitted a revision to be approved by the SEC.

**IV. Academic Review Committee**

Question about how procedures of academic review committee can be enforced. Will invite Suzanne Pike to join in the conversation. Meeting adjourned at 1:05 pm.

Prepared by Kevin Boston-Hill, UAAC Chairman