

RIT Advisors Council

<http://www.rit.edu/advisorscouncil>

Minutes

Tuesday, 11/16/2021

Welcome & Announcements President

Lynne Mazadoorian, Assistant Vice

**UG Student Services and Director,
University Advising Office**

Lynne requested that when possible, virtual attendees please keep their cameras on. Katie Buckley is assisting with technical support and monitoring the questions/comments in the “chat”.

Thank you all for your patience during the Oracle service disruption last Friday, 11/12/21. Thanks to the Office of the Registrar for working with Oracle and ITS for a fix.

Non-registered student outreach opened on Mon. 11/15/21. Today, active, main campus non-registered undergraduate students received a spring registration reminder from Lynne through Starfish. If you have not yet started, please plan to begin non-registered outreach by next Monday, 11/22 and log in SIS.

New Study Abroad Course Selection & Approval Process

**Roseanne DiFlorio, Program Director
Office of International Education and
Global Programs**

**Rachel Scott, Associate Registrar
Office of the Registrar**

**Elizabeth Wager, Transfer Credit Specialist
Office of the Registrar**

(Please refer to the “New Study Abroad Course pre-approval processes AC 11.16.21” presentation)

- RIT Global Education Abroad has been working with the Office of the Registrar for over a year to revise the study abroad course selection process. The revisions are a result of requests from the advising community to develop a new form.
- The study abroad course approval process happens the same way as the transfer credit approval process, and this process happens behind the scenes. Advisors and students will see from the perspective of the student in Compass. Advisors have the ability to log into Compass to check the status of the course approval.
- Roseanne gave a brief demonstration to the Compass website students and advisors use to search for study abroad programs (accessed from the [RIT Global website](#) - RIT credentials required). Please refer to the attached screen shots.
- Tools and training page for the new student abroad course pre-approval process can be accessed at: Google RIT Global > hover over Advisor Tools > click on Advisor Compass Login
 - Feel free to contact [Roseanne](#) if you need assistance logging into Compass.

- Advisors log-in is required to check the course approval status, if you just want to view the study abroad database, log-in is not required.
- If advisors have already logged into the RIT Compass and are trying to view the course equivalencies database without logging in, they should open a new browser so their log-in credentials are not requested.

Q: After a student registers for a study abroad class and clicks on “approved” what happens?

A: The “approved” status is an indicator that the student abroad course has gone through the student abroad review process. The approved status does not mean the course will fulfill a degree requirements. It is an approval of process, not an approval of degree requirements. **11/22/21 Update from Rosanne:** The study abroad course equivalency database has additional information at the bottom of the “Tips for searching for courses” box that reads: *NOTE: The RIT Global Education Abroad office will facilitate the process of receiving the course equivalency decision but this decision does not guarantee that the course will fulfill a degree requirement. You should work with your academic advisor to ensure that the equivalent course will fulfill a degree requirement.*

Q: If a student has a study abroad course approved, and the study abroad course does not have an exact match, to an RIT course, can it still end up being accepted for the degree requirement?

A: It could be accepted, these type of scenarios are handled on a case by case situation.

- Please contact [Roseanne](#), [Rachel](#) or [Liz](#) with any questions.

Change of Program Process in University Exploration (UE)

**Pradip Ananda, Academic Advisor
University Exploration**

(Please refer to the “UE Change of Program AC 11.16.21” presentation)

- Pradip joined Advisors’ Council to discuss the change of program process into University Exploration (UE), which is the university-wide undecided program for RIT students. During fall semester, UE noticed an increase number of students requesting to change into an exploration program who were unaware of the UE process.
- UE students get the opportunity to explore majors across the 9 colleges at RIT. Students whose credits place them at third-year level standing are not eligible to enter UE. However, UE advising services are available to all undergraduate RIT students. Third year students are also recommended to work with Career Counseling to explore options.
- The following are steps that UE applicants are expected to follow prior to being reviewed for admission into the UE program. Decisions for entry are made after grades are released at the end of the semester.
 - Meet with one of the UE academic advisors to discuss the student’s current standing and potential exploration interests. Schedule a meeting via this [online form](#). The earlier the better to meet with students so they understand what their options are for decision making on change of program. We make sure they understand there is no guarantee they will get placed into the requested courses.
 - Students’ are instructed to work with their current academic advisor to complete a Change of Program form and send the form, along with student’s statement, to University Exploration (findyourdirection@rit.edu).
 - Please note, in general, applicants should be in good academic standing (with a GPA of at least a 2.0).
- The University Exploration process includes:
 - Enroll in our one-credit hour course – Career Exploration Seminar (ITDL 101)
 - Take major-specific courses across multiple majors
 - Work closely with your academic advisor to refine your interests and majors
- Pradip opened the floor for questions:
 - Q: When you say third year students, does that include their transfer credit?
 - A: Yes, inclusive of transfer credit.

- Please contact [Pradip](#) with any questions.

Native American Future Stewards Program

Cliff Jacobs, Director

Native American Future Stewards Program

- Cliff shared that the Native American Future Stewards Program supports the success of Native Scholars (Native American, Alaska Native, Native Hawaiian and First Nations) at RIT. He partners with students and Tribal Nations, organizations, and corporations to create opportunities for Native students to develop professionally, personally, and culturally. Cliff is also involved with RIT Admissions to assist with the recruitment of Native scholars to attend RIT.
- Cliff meets with RIT Native scholars throughout the academic year to review their academic program and see how the transition to college is going. Academic advisors are copied in on recap/follow-up after meeting with students, so they may all work together.
- Cliff shared he occasionally is contacted by parents/families regarding their student's academics and provides them the advisor contact information.
- Cliff reminded everyone that November is Native American Heritage Month. Events were scheduled throughout the month to honor Native American heritage here on campus. Additionally, Cliff works throughout the school year on programming and building relationships, promoting goodwill across New York State and the country.
- Cliff opened the floor for questions:
 - Q: What are some of the issues you've observed that this population of students may experience?
 - A: Some encounter adjustments transitioning off of the reservation to the RIT campus. Many have lived on reservations where they attended smaller reservation schools. Some have adjustment issues connecting to the campus community. Cliff shares with them his own experiences as a Native student who joined a campus from a reservation and champions for them as they work through transitioning from the reservation to a larger community.
- Feel free to contact [Cliff](#) if you have any questions.

Academic Success Plans

(Please refer to the "Academic Success Plan Overview AC 11.16.21" presentation)

**Rebecca Fletcher-Roberts, Assistant Dean
College of Health Sciences and Technology**

**Mohan Kumar, Professor, Department of
Computer Science, Golisano College of
Computing and Information Sciences**

**Lynne Mazadoorian, Assistant Vice President
UG Student Services and Director,
University Advising Office**

**Cha Ron Sattler-LeBlanc, Senior Director
Academic Success Center**

**Rachel Scott, Associate Registrar
Office of the Registrar**

- Lynne shared that this session will provide a summary and overview of the changes in the academic probation and suspension policy for undergraduate students that went live this fall.
- The policy revisions were approved last spring by the Academic Senate and went into effect starting in fall 2021 semester. The undergraduate revisions are part of D.05.1, Academic Actions and Recognitions, and can be found in section D.05.1.II of the [policy](#).
- Becky and Mohan have been working on these revisions for over three years. The revisions were developed and informed via feedback provided by the campus community. These revisions were approved by Academic Senate in Spring 2021.
- Becky and Mohan shared an overview of the changes to the undergraduate policy and reviewed the attached presentation, which outlined the specifics of the policy revisions and provided an overview of Academic Success Plans. Becky also reviewed the process timeline and steps for creating Academic Success Plans with students.
- Rachel reviewed the Academic Action timeline:
 - December 6 – last day of classes
 - December 7 – reading day
 - December 8-15 – final exams
 - December 17 – grades due by 11:59pm
 - December 20 – Registrar’s Office will have Academic Action reports to colleges by 4pm. We will make every effort to make the reports available earlier in the day, as long as the majority of grades have been posted
 - December 23 or earlier – Students being suspended should be contacted by the departments. Information for appeals should be shared
 - Phone calls are recommended if students are unreceptive to email outreach
 - December 23 – Suspension/deferred suspension forms for those students whose status is already confirmed should be submitted to the Registrar’s Office by 10am
 - January 5 – Suspension/deferred suspension forms for all students due to the Registrar’s Office by 4pm*
 - January 7 – Report/list with requested changes to probation status due to the Registrar’s Office by 4pm
- *CRP student applications should be submitted via CRP website by January 5
- The team previewed the “Academic Success Plan” form, which is a writable pdf. The goal is to design the form with the student as a customized plan based on student’s individual needs and goals (posted on the Advisors’ Toolkit).
- The team also previewed draft academic action template letters, once finalized for department use, we will make them available.

- The group opened the floor for questions:

Q: Are we required to give students 2 full terms after suspension to get their GPA up?

A: The policy states that readmitted students have up to 2 terms to bring GPA’s to good standing. This should be reviewed when a department is considering a student for readmission.

Q: Do students need to be placed on an academic success plan while on CRP?

A: No, CRP has robust procedures when working with probation students.

Q: If a student is on suspension, do they need to reapply via Admissions?

A: The policy currently states students need to reapply. We will look in to this and revisit when we return to the 12/14/21 Advisors’ Council meeting.

Q: How do we reinforce an academic success plan for students on co-op?

A: If the student is on probation and on a co-op assignment, it's important to document whatever is reviewed/discussed with the student, including expectations for checking in.

Q: What happens to students who have a 0.0 GPA because they took an LOA?

A: If the student is on LOA for that term, they will not be included on your college academic action lists.

Q: In the past, when students have had 2 probations, then they change their major, they would get additional probations from the new department. Under the new policy, will this be allowed?

A: No, the policy is 2 probations per type of degree (i.e. Bachelor's or Associate).

Comment: People have asked about requiring students to sign the Academic Success Plans. Academic Success plans are meant to be a partnership to help the student identify resources to help them get back on track for success. The person who meets with student to create the Academic Success Plan will send a copy of the document to the student after the meeting. At this point, a signature will not be required. The processes will continue to be fine-tuned, and if there is a need for signatures, we can revisit this.

Comment: Colleges have observed that requiring students to sign electronic documents can be a barrier.

- Rachel shared that they will be sending out information regarding the lists, queries, etc. The group will return to the 12/14/21 Advisors' Council meeting to provide additional updates on the processes.