

AARFF Meeting Notes

6/29/2018

Attended:	JoAnn Hertz	Joy Finnegan	Corey Zink
Ali Crane	Deb Green	Weston Whitworth	Nicole Joseph
James Martin	Chris Vaage	Lesa Wagner	Alan Frantz

Items Discussed:

JoAnn and Alan began by discussing the history and purpose of the AARFF (previously FINSEP) group and addressing the current need to continue them. The purpose of this committee is for mid-level managers to meet and discuss processes or issues that adversely affect students and ultimately work collaboratively to improve processes, resolve issues, or forward recommendations to upper administration. Scott Scholes, Associate Vice President for Enrollment Management, has endorsed re-constituting this committee.

There was discussion concerning which offices should participate and be represented at the meeting; suggestions were made to request a representative from the Office of the Registrar, a faculty member, a Student Success representative, Kris Clarkson from Academic Affairs, a Graduate School representative (Amanda Eakins or Tracy Collum), and an Athletics representative. Kelly Moor from FYT was unable to attend due to unexpected need in Bengal Bridge and Shawn Bascom was unable to attend due to office technology issues.

The group confirmed JoAnn and Jody as co-Chairs of the AARFF committee. This initial meeting is more of a planning meeting to discuss frequency, duration, and time of future meetings – All participants are needed and much appreciated!

- The group decided to meet twice a semester for 1 ½ hours, and to meet once more prior to the beginning of the Fall semester.
- The next AARFF Meeting will be August 3, 2018 at 9:00 – 10:30, location to be determined.
- Additionally, all members will be on the agenda for each meeting to inform the group on issues, concerns, updates, or processes in their unit. Karen Fullmer will take notes.

Notes from AARFF meetings will be shared with Campus Advisor listserv, Scott Scholes, as well as with whomever the participants believe would benefit.

New Probation Policy

A summary of the policy was given by JoAnn from a presentation given to CAA by the Office of the Registrar at the end of the Spring 2018 semester. The prior policy included 5 levels of Academic Standing with associated credit limits (CL): Good Standing (18 CL), Academic Warning (13 CL), Probation One (9CL), Probation Two (6 CL) and Dismissal (0 CL).

Students on any type of probation were required to complete the Online Probation Workshop. The new policy includes 4 levels of Academic Standing: Good, Academic Warning, Probation, Dismissal. Up to 18 credit are allowed for each level except Dismissal. Students earning a 2.0 or above for the semester but have a cumulative GPA under 2.0 will remain on their current level of probation (this remains the same as the previous policy). Students on Academic Warning will need to complete the Online Probation Workshop, recently updated by Michelle Munoz and JoAnn. Students on Academic Probation will be completing a new workshop, in development by Michelle Munoz with release this summer.

Please see the 2018-19 Undergraduate Catalog for more information

<http://coursecat.isu.edu/undergraduate/academicinformation/academicstanding/>

Review of the prior policy:

Current Semester GPA	Cumulative GPA	Academic Standing	Credit Limit
2.0 and above	2.0 and above	Good Standing	18
Below 2.0	2.0 and above	Good Standing	18
Below 2.0	Below 2.0	Academic Warning	13
Below 2.0	Below 2.0	Probation One	9
Below 2.0	Below 2.0	Probation Two	6
Below 2.0	Below 2.0	Dismissal	0

New Policy:

2.0 and above	2.0 and above	Good Standing	18
Below 2.0	2.0 and above	Good Standing	18
Below 2.0	Below 2.0	Academic Warning	18

Below 2.0	Below 2.0	Academic Probation	18
Below 2.0	Below 2.0	Dismissal	0

Summer Probation students:

Academic Warning students earning less than a summer semester 2.0 GPA, will progress to Probation in the fall with no credit limit.

Probation One students earning less than a summer semester 2.0 GPA will progress to Probation in the fall with no credit limit.

Probation Two students earning less than a semester 2.00 GPA will be dismissed.

Spring Probation students – not taking summer courses:

Academic Warning students earning less than a spring semester 2.0 GPA, will progress to Probation in the fall with no credit limit.

Probation One students earning less than a spring semester 2.0 GPA will progress to Probation in the fall with no credit limit.

Probation Two students earning less than a spring semester 2.00 GPA will be dismissed.

Corey mentioned that COT advisors are assisting probation students currently experiencing credit limits. They have been working with the Office of the Registrar who will eliminate the credit limits for individual probation students registering for the fall 2018. He would like to know the date that credit limits will be removed for all probation students and how students are being notified about the change in the policy. JoAnn will request a copy of the letter(s) sent to students by the Office of the Registrar and share with the group.

James questioned why students on any form of academic probation are not required to meet with their advisor. JoAnn explained that they are strongly encouraged to do so; however, that requirement will delay registration, which is not supported. Corey is currently writing his dissertation on Probation Students and offered to share his findings.

JoAnn also directed the group to the location of The Readmission Petition Instructions, located on the CAA web page: <https://www.isu.edu/advising/toolkit/>

The new Probation Policy will now require dismissed students to sit out for two semesters, and there is no Readmission allowed in the summer semester.

James shared his concern that this will increase the incidence of Financial Aid default; JoAnn suggested a member of the Financial Aid team should sit on Academic Standards Committee to discuss impacts of decisions. James will contact Brent Wolter to ask to be added as ex-officio member.

Students who have been dismissed can petition for readmission after their layout period. Students must first complete a new application to the university, pay their application fee, and provide all needed transcript information. Members of the Readmission Petition committee include, JoAnn Hertz Chair, Dave Rogers and Cynthia Tillotson faculty, Juanita Gonzalez TRiO, Mary Morrical, Admissions, and Tiffany Mitchell, COT. Students who submit completed petitions, specifically addressing their academic readiness to return, have submitted all transcripts, and are admissible by the due dates (July 15th for Fall and November 15th for Spring) will be reviewed by the committee. The Office of the Registrar, Admissions, and the Readmission Petition Committee all supported completing a new application to the university, as the student is no longer active or has catalog rights.

Deb had a question about those students who have medical withdrawals; JoAnn suggested we have Kris Clarkson discuss this at the next AARFF meeting.

Fee Assessment

Weston informed the group that student fee assessment will occur on July 16 for fall 2018 tuition and fees. He will send JoAnn a copy of the email students receive informing them about the cost and how they can make payment (see attached). Any fall 2018 fees paid prior to the fee assessment date are returned to the student. Student Financial Aid and Scholarships will be applied on August 10th, 10 days prior to the beginning of classes (which begin on August 20th). On August 1st, Payment Plans will be available. Weston will also send this information to JoAnn so the group can see what correspondence students receive (see attachment).

Jody wondered if there was a way to help students understand the difference between their My Account and My Statement in Bengal Web. This led to a conversation asking if everyone agrees to have these types of conversations about written correspondence, recommendations on how to make them more student friendly; concise but still disseminate the information. All agreed it was a good idea to review and consider suggestions. There was also discussion about students not checking their ISU email or reading the correspondence they receive. Admissions and CAA (and others) currently use Constant Contact when emailing students information, sometimes sending the email to the student's personal and ISU email addresses. Deb shared a concern about sending confidential information to a personal email address (e.g. that they may be a shared email address). JoAnn suggested a system-wide campaign to increase use of ISU email (including how to forward email addresses).

Ali Crane would like more information concerning medical and late withdrawal procedures at the regional centers – agenda topic for next time.

American Indian Tuition

Weston informed the group that the Indian Education Committee submitted a proposal to the SBOE requesting reduced tuition for Idaho Native American students.

SBOE approved the following:

- \$60.00 per credit- plus fees (activity fees, professional fees, class fees)
- Completed Application - due no later than day classes begin (Aug. 20th, 2018)
- Tribal member of Coeur d'Alene, Kootenai, Nez Perce, Shoshone-Bannock, Shoshone-Paiute tribes in Idaho with Enrollment ID Card
- Degree-seeking student and continuously enrolled
- Good Standing
- Completed the FAFSA (can verify in ROASTAT or ROISMRY Banner screens)

Please see attachments for more details.

Completed paperwork is to be sent to ISU Student Financial Services. Weston will track Native American students who qualify similar to the way he tracks ISU dependent students receiving

reduced tuition. Applicable students will be set up with a cohort code. Testing should begin next week and Weston will let Jody know with it is ready.

There was discussion about currently enrolled Native American students who might qualify for this benefit and how should we communicate with them about this benefit. Vince Miller may have a way of pulling a list, also Lethaniel Loley, ISU Native American Student Services Coordinator/Advisor, Selena Grace, and Larry Murillo are creating a communication plan for students. JoAnn mentioned that on July 16 & 17, the Idaho Indian Education Regional Summit will be held at Fort Hall Event Center. This would be an ideal place to discuss and reintroduce this benefit. Several ISU departments will be sending representatives to the event and K-12 teachers across the region will also be in attendance.

Jody requested that the American Indian Fee Reduction Schedule be placed on the Finance page for student use and reference.

Weston informed the group the new 2018-19 Fee and Information Schedule has been updated and is located on their new website: <https://isu.edu/financeadmin/>.

Fall Aid (FA) Disbursement

Jody informed the group that on August 10th, all Financial Aid will be disbursed. Currently, FA is ramping up to start loan originations for students. This year, FAFSA's are up to 15K, similar to the 2014.15 year, compared to last year's numbers around 13-14K. The majority have been reviewed and are ready for packaging.

FA is attempting to visit local schools and assist students with FAFSA completion during their visits and recommending FAFSA be completed by March 1st for the next school year.

At the end of each term, FA office emails students their Satisfactory Academic Progress (SAP). Summer SAP emails are sent after summer grades post – this is the students' final reminder

before fall to complete SAP appeals if necessary. Weston's Tuition and Fee letter also serves as a reminder to student needing to complete a SAP appeal.

James stated that students needing to complete a SAP appeal should meet with their faculty/departmental advisor. During the summer months, students may be unable to locate a faculty/department advisor, CAA would then be happy to assist the student with an SAP appeal or contacting the department, in addition to assisting those students who are undecided sophomores, juniors, and seniors and pre-Social Work majors.

Freshman should be referred to their departmental advisor, if unavailable, should be referred to FYT coaches.

College of Technology students should be referred to College of Technology advisors.

James would like to have JoAnn attend a Financial Aid Staff Meeting where this is clarified and discussed.

Scholarships

Deb Green discussed the scholarship offers are up to \$14 million with current accepts at 782.

Deb also wanted to inform the group that students are not able to accept their awards on Bengal Web – they must use BOSS. Students should be encouraged to check BOSS at least once monthly to check on new opportunities, awards, and status. Students do receive emails also.

Deb also provided Corey with her Scholarship Cheat Sheets (Kelly in FYT will need some, Chris and Lesa in Twin Falls will need 2, Ali Crane will need one, and Corey will need an additional 2).

The cheat sheets include deadlines, award grids, and more.

Questions? Always refer students to the Scholarship office.

JoAnn discussed the new Advising structure at ISU – all agreed it would be beneficial to have the Office of Enrollment Management send out this communication in News & Notes and Faculty/Staff Memos.

FYT (First Year Transition) Academic Coaches and instructors of ACAD 1104 First Year Transition course. Support for all academic freshmen advisor.

CAA (Central Academic Advising) Academic Advisors and faculty/staff support. Support for all sophomores, pre-social work majors, and undecided students including juniors and seniors.

COT (College of Technology) Support for all technology students.

A proposal to IT has been sent requesting that upon admission, all students are assigned two advisors: a default major advisor in the major department of record (this name will always first position) and a support advisor (COT, FYT or CAA depending).

Please see the ISU Advising Resources attachment.

Chris Vaage requested information on how to assist new freshmen in the regional centers with the structure change. JoAnn recommended the same structure CAA uses which is, assist the student and then send case notes to Guillermo Raya at rayagui2@isu.edu in FYT for their records. Please inform the student they will be hearing from FYT in the near future.

Meeting Adjourned 10:35 am