

EARN Meeting Notes
October 13, 2021

- I. **Registration Games Update** – Starr Wentzel (Starr.Wentzel@EKU.edu) spoke about the Registration Games event, which is taking place on November 17th from 4:00-7:00pm, with registration beginning at 5pm. Students may attend in person on the second floor of the Powell building to receive help registering for classes. Advisors from each college will be present to answer any questions that students may have regarding their classes.
Students will still need to meet separately with their primary advisor to get their spring RAC number.

- II. **Mid-Term Recovery Update** – Cale Colbert (Cale.Colbert@EKU.edu) spoke about the midterm recovery process. Midterm recovery applies to any ECU freshman student whose GPA is less than 1.0 at the midterm. 217 students received a letter last week about their placement in midterm recovery, outlining the steps required to return to good standing.
Students placed on midterm recovery will have their declared major automatically changed to AGS and will be reassigned to an OACS advisor, so please be aware that advisee lists in other programs may decrease. Midterm recovery students must attend a Midterm Recovery Workshop before October 20th or they will be administratively dropped from their courses and will be required to leave the residence halls.

- III. **Co-Op and Internships** – Mandy Connelly (Mandy.Connelly@EKU.edu) gave an overview about student co-ops and internships. Co-ops/internships can be completed over multiple semesters and with multiple employers, with one credit hour earned for every 80 worked hours. If students are unsure of how many credit hours to request, please recommend to them that it's much easier to add more credit hours later than it is to remove them. There is also a 0.5 credit hour option that costs less in tuition, so if you have a student who is wanting to complete a for-credit internship over the summer term at a reduced cost, this may be a good option for them. However, students must still complete 80 worked hours in order to earn the 0.5 credit hour.
Students who are required by their program to complete a co-op/internship should look for a position at least one semester in advance! Many employers looking to use student interns in the spring/summer will be hiring in the fall. Students who wait too long to complete their internship might not have positions left available to them. All

students are welcome to complete a co-op/internship, but those students who are *required* by their program to complete a co-op/internship should be advised early on that it is part of their mandatory curriculum and must be completed before they will be eligible for graduation.

To apply for co-op/internship credit, students must first be officially hired. Once they have secured a position with an employer, they will need to log in to their ECU Handshake account, click “Career Center” in the top right, then select “Experiences”, and select “Request an Experience”. Then, they will be prompted to fill out information regarding the position and employer contact. Once the experience has been requested, Handshake will send requests for approval out to the student’s ECU faculty coordinator, their job supervisor, and OACS. Once all three approvals have been processed, the co-op/internship credit will appear on the student’s course schedule. Instructions on how to log in to Handshake can be found here: <https://oacs.ecu.edu/get-handshake>.

If you have questions regarding the co-op/internship process, or if you’d like to request a student Handshake account to see what students are experiencing throughout the process, please contact Co-Op & Internship Coordinator, Holly Adams (Holly.Adams@ECU.edu).

- IV. **Outreach Week Updates** – Libby Hannon (Elizabeth.Hannon@ECU.edu) and Ashley Thompson (Ashley.Thompson2@ECU.edu) presented the results of Housing & Residence Life Outreach Week. Throughout Outreach Week, Residence Hall Coordinators reach out to meet with all the students in their halls who have three or more unsatisfactory fourth week progress reports, while Resident Advisors are asked to meet with students who have two or fewer unsatisfactory reports. Overall, Housing & Residence Life met with 699 students, 11 of which have fully withdrawn from classes and been required to leave their residence hall.

Reported concerns amongst students who attended meetings were largely described as “academic obstacles”, while concerns such as “mental health”, “social isolation”, and “COVID-19” were relatively few. Two common academic struggles that students reported were 1) a lack of motivation in getting to class after having been online for the past year, and 2) difficulty navigating Blackboard modules. Many of the students also reported their “academic successes”, mentioning that they had reached out to their advisors and/or professors and were active in the process of improving their course grades.

Outreach Week staff also recorded which campus resources were most often recommended to students. The Student Success Center was the most recommended resource, followed by recommendations that students meet with their academic advisors, visit the NOEL studio, and/or go to the Counseling Center.

Residence halls will be open throughout the Thanksgiving break as well as the winter term, however there will be an additional fee for students who choose to stay in the halls over the winter.

- V. **Recognizing Student Distress Counseling Center updates** – Dr. Melissa Bartsch (Melissa.Bartsch@EKU.edu) discussed tips on how to recognize students who may be in distress. One useful way to recognize students in distress is to look out for students who have undergone a change in behavior, performance, or outward appearance. If you see a student who is behaving differently or doesn't quite seem like themselves, please consider reaching out to them. As help-seeking continues to be destigmatized, students have been much more open in talking about their concerns, so reaching out to students that you notice may be in distress could be all that it takes in order to make them feel comfortable getting the help they need.

If you have any concerns about a student's well-being, safety, or health, please do not hesitate to complete a SAIT report at <https://sait.eku.edu/>. The report will go to the Student Assistance and Intervention Team (SAIT) to assess the student's behavior and connect the student with the best resources to assist them or intervene if necessary. You are also welcomed to call the Counseling Center with any concerns you have about a student, however, please use the main line at (859) 622-1303, rather than calling individual staff who may be in a session at that time.

Please be aware that there has been an increase in time between therapy appointments due to reduced staffing in the Counseling Center while they work to fill two vacant positions. However, this fall semester the Center has served 36% more clients and provided 10% more appointments compared to this time last fall.

Additionally, during the 2020-21 academic year, about 20% of students who received services at the Counseling Center reported that they were seeking services related to COVID in some way. As of October 13th this year, only 17% of students are seeking services to an issue related to COVID, indicating that although student's concern over COVID is comparable to last year, it is beginning to decrease slightly, especially considering the increase in available appointments provided by the Center.

If a student is between therapy appointments and needs assistance, there are RAPID ACCESS services available so that the student can speak with a licensed mental health professional by phone the same day, without requiring an appointment. There are also several weekly workshops available for students, which can be found here: <https://counselingcenter.eku.edu/zone-wellness-zow>.

- VI. **Efficiencies and Time saving in Advising** – Bethany Warner (Bethany.Warner@EKU.edu) shared a tip about how to save email templates in Outlook using a tool called Quick

Parts. Quick Parts is already available in your Outlook program and does not need to be added or downloaded. This tool is especially helpful if you have email correspondence that you find yourself sending out on multiple occasions or to multiple students and want to maintain consistency in your messaging.

To create a Quick Parts template, open a new email and type whatever content you would like to save. Once you're finished, highlight the typed text (not including your signature), select the "Insert" tab from the tool bar at the top of the window, then select "Quick Parts" near the right side and "Save Select to Quick Part Gallery". Next, you can title the email and, if you wish, create organizational categories to store your Quick Parts in for easy access later.

To use your saved Quick Part template in the body of a new email, simply click "Insert" and select one of your pre-saved email templates. Outlook will paste the selected message into your email, including any original text formatting, images, URLs, etc. The inserted template can still be edited to include or change things like the recipient's name, dates, etc. A more in-depth tutorial can be found here:

<https://www.ablebits.com/office-addins-blog/2019/04/03/outlook-quick-parts-autotext/#close>

If you'd like to see some example templates that the OACS staff use for things like course registration, Deana Johnson (Deanna.Johnson@EKU.edu) has offered to share them.

If you use a MacBook, you can also try a similar tool called "View Templates".

- VII. **Good of the Order** – Registration holds have begun! If you have students who did not pass MAT 111A/112A and need to switch their MAT 111B/112B to retake 111A/112A but have a financially related registration hold on their account, it is recommend that those students reach out to Student Accounting Services to see if they can request an add approval to replace the class despite their hold.

Please remember that students who are interested in registering for the winter term do not need a new RAC number. There are winter micro-scholarships available for students who need financial assistance; more information can be found here:

<https://winter.eku.edu/winter-microscholarship-information>.

If you have a student who intended to withdraw over Fall Break in order to avoid the \$50 withdrawal fee, you can submit the student's information with the timestamp of the student's date of contact to schedule.reg@EKU.edu in order to backdate the request to withdraw before the deadline. If a student is withdrawing completely from all classes to leave the University, they are not charged the per-credit hour withdrawal fee, but tuition percentage refund deadlines will still apply.

Heather Davis (Heather.Davis@EKU.edu) announced that the University policy for Academic Readiness courses is that students must complete the courses and fulfill their readiness needs within their first three semesters. If students have not completed those requirements in three semesters, they will have a hold placed on their account. There are some exceptions to the rule depending on the student's circumstance, which students can contact Heather to address. If students have not yet attempted the math readiness courses, they may still take a free placement test on campus to determine if they are able to test out of the support course. If a student needs Statistics, MAT 105, MAT 106, or PHI 101R, they can attempt to test out of those courses with the math readiness placement test. However, if a student needs Algebra for their major, they must specifically take the algebra readiness test.

Once the upcoming schedule book is released, the virtual GenEd Worksheet will be updated at <https://success.eku.edu/register/GenEdWorksheet>.

If you are meeting with students who are having difficulty with their major or if they are uncertain about their career goals or interests, OACS is still offering what were previously known as "Career Counseling" appointments but are now being called "Major & Career Exploration" appointments. If you have students who you think would benefit from meeting one-on-one with career staff, please have them contact OACS@EKU.edu or call (859) 622-1296 to schedule.

VIII. Meeting concluded at 10:52am

Reminders:

Last Day to WITHDRAW from FULL Term class. Withdraw fee applies.

11/07/21