To: Dana Vannoy

From: Barbara Schooley

In our conversation yesterday, you mentioned the CCUE'S concern about coordinating University-wide efforts in undergraduate student advising. Last year I realized that there was a lack of communication among the different academic and student affairs units which created problems for those in the units and an endless maze for students.

Last Autumn quarter I polled various academic and student affairs units and found an interest in forming an organization which would give us a forum for our problems and concerns. In January 1989 we held our first meeting. The name of our organization is University of Cincinnati Undergraduate Academic Advising Association (UCUAADA), and we meet the third Monday of each month during the academic year. The group includes representatives from Admissions, Arts & Sciences, Athletic Advising, CBA, Clermont, Continuing Education, College of Education, Ed. Advising and Orientation, College of Engineering, Evening College, College of Applied Science, Nursing & Health, Registrar, Registration, Raymond Walters College and University College. We have had at least 20-25 people at each meeting which attests to the need for such an organization. Representatives from RWC are developing a University-wide directory of advisors and contacts for UCUAADA which will give us a specific contact person in each unit.

It was agreed that the new Association should be informal and that meetings would cover topics of interest and concern to all. Volunteers were assigned the tasks of recording and corresponding secretaries and serving on the Program Committee. I was selected as Convener. We do not consider ourselves a policy-making organization. However, the consensus was that there may be times when we discuss an issue which could then be taken to the proper University committee for consideration.

Each meeting was begun with announcements from any of the units concerning changes in policy, transfer information, requirements, etc. The rest of the meeting is devoted to the subject(s) selected by the Program Committee from a list suggested by the entire organization. The first six months were spent on the following subjects:

- Transfer admissions policies for all Colleges
- Telephone registration
- Names and responsibilities of those involved in undergraduate student affairs in each unit
- Handicapped student services - students with learning disabilities

If you have any questions or suggestions concerning UCUAADA, please let me know.

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