

DUS meeting
Notes
April 6, 2023
10:00-11:30, Zoom

- 1) Welcome, Associate Dean Cornelia Lang
- 2) Lynne Sebillie-White, Senior Director, and Mallory Becraft, Associate Director, Career Coaching & Campus Partnerships, Pomerantz Career Center gave an overview of Career Center services and focused on Career Coaches and Career Communities, Campus Partnerships, and Career Connectors. **See attached slides for more information.**

Career Coaches

- Coaches specialize in a set of disciplines
- One-on-one meetings are offered in multiple modalities on a drop-in and appointment basis
- Students can use one-on-one services of the Career Center up to a year after graduation (and have lifetime access to Handshake)
- [Career Communities](#) were created with the idea that majors are not 1:1 with jobs/careers
- Help students with Transferrable Skill Development and Articulation

Campus Partnerships

- PCC liaisons are or can be assigned to academic departments
- [Hawkeye Experience Grant](#)—student funding for summer internship, research, creative project, service learning. Application deadline April 19, 2023.

Career Connectors

- A 3-part workshop series for faculty and staff on campus that is launching soon.
- Developed after researching how students get career advice, and it is often from their faculty and advisors in the departments.
 - Part 1: Connecting to Exploration
 - Part 2: Connecting to Experiences
 - Part 3: Connecting to the Future
- Registration will be through UI Self-Service, Learning and Development portal.

Several DUSs noted that students often ask, “What can I do with a major in XX?” PCC has a vended tool, **What Can I Do With This Major?**, that allows students to begin exploring some options. It does not replace conversations but can help with initial idea generation. Faculty are welcome to review and refer to this resource. It can be found on the [Exploring Majors & Careers](#) section of the PCC website. Scroll down to the **What Can I Do With This Major?** box to access.

Questions can be directed to lynne-sebille-white@uiowa.edu and mallory-becraft@uiowa.edu. Pomeranz Career Center also has a section of their website for [Faculty & Staff](#).

- 3) Mike Venzon, Director of Student Disability Services, gave a preview of a feature coming to ICON in Summer 2023. When students generate a Letter of Accommodation (LOA), instructors will be able to see it in their class list in MAUI in ICON in a column titled Accommodations. (The attached slides contain screenshots.) This feature allows instructors to view the LOAs that students have generated up to that point. Primary instructors will also receive a daily summary email and will have the ability to export data and to email specific groups of students.

Associate Dean Lang reminded instructors that the LOA is confidential, so letters should not be downloaded from ICON and saved where others can access them, unless they are directly responsible for helping provide accommodations (like exam proctoring). If emailing a list of students, use Bcc so student cannot see each other's names.

She also recommended that instructors advertise to students in the first couple of weeks of class that they have set aside office hours to discuss accommodations. Students continue to have a responsibility to generate the LOA and to discuss accommodations with instructors; however, it helps to facilitate those conversations when instructors are also proactive.

Mike also encouraged instructors to schedule exams for students with accommodations early in the semester, even if the exam is not written yet, because space is reserved on a first-come, first-served basis, and it is hard to find proctored exam space at the last minute. Please keep in mind that exams for students with accommodations need to be scheduled at least 7 days in advance and 21 days in advance for final exams.

Dean Lang clarified that SDS does not provide any accommodations that would change a course modality. Courses should be delivered in the modality published in MyUI.

As a point of clarification, the LOA is only available in MAUI in ICON, not in MAUI itself.

Additional information about accommodations is available on SDS website: <https://sds.studentlife.uiowa.edu/accommodations>

- 4) Announcements/Other Discussion

There was a brief discussion about the fact that MyUI allows students to register for courses whose meeting times overlap. Academic advisors strongly discourage students from taking two courses that meet at the same time. Note that instructors do not have an obligation to allow students to miss their class on a regular basis because of another class held at the exact same time. Instructors can note this as part of their course attendance policy.

Associate Dean Lang announced that there will be a DUS meeting on May 4 from 2:30-3:30 pm on zoom to discuss ChatGPT and other AI tools.

5) Adjournment