

University Academic Advising Executive Council (UAAEC)  
Meeting Minutes: 10/15/2021

**Attended:**

Aispuro, Karina	Johnson, Morann	Sarah Kenney	Scourey, Joy
Casavant, Colette	King, Terese (Chair)	O'Donnell, Debbie	Stout, Sara
Davis, Bill	Lessmann, Jeremy	Orr, Crystal (Admin.)	Yocum, Darren
Gizerian, Samantha	Lewis, Thabiti	Safranski, Waylon	Zimmerman, Matt
McLeod, Anna	Nathan Lindstedt		

**Absent:** Horne, Christine      Bond, Robin      Gerlach, Samantha (ASWSU)  
Mickey, Kim      Walter, Jon      Myla Walter  
Wehrung, Nancy      Plemons, Anna      Pressley, Shelley

## Agenda

- 1. Welcome Samantha Gerlach, ASWSU Academic Affairs representative**
- 2. Advisor Consultant Group (ACG) Report – Morann Johnson, Chair**
  - Discussion on the importance of all advisors using advising notes in MyWSU; we need to improve this practice by reminding all advisors, especially secondary advisors, to record advising notes;
  - Big discussion on advisor to student communication (new students communication)
  - Advisors are reporting mental health concerns among their students; What resources do Advisors have for students in this area? Refer students to Cougar Health Services; Some Colleges or Departments offer training to advisors o “Trauma informed care” or “Mental Health First Aid” but these trainings cost money and not every department offers to pay for this or has the resources needed;
  - New Student Programs shared that they are rebranding the name of the orientation program from Alive to New Coug Orientation; they also shared that orientation modules will continue as a way to deliver material to students as well as in person orientation programs;
  - Course Enrollment Protocol after the 7<sup>th</sup> day of the semester
    - Students are reporting there are many ways departments are handling enrollment post 7<sup>th</sup> day.
    - The Registrar Office shared that the process for adding courses has been the same for the last 20 years (e.g. students complete a form to add a course and take it to the faculty for signature/permission). RO office does not manage what departments do or don't do;
    - Some faculty refer the student to the department office for signatures and adding while in others, faculty sign the form and drop it off for the department scheduler to enroll the student; Some departments don't accept students into their course in the second week. WSU does not operate in a way that will tell departments what to do in their departments.
    - Matt shared the RO Office will look into this and outreach to mke sure faculty and staff understand the process and are familiar with the form; It comes down to what is most convenient per departments.
    - It was suggested that a list be created of how each college/department manages enrollment additions after the 7<sup>th</sup> day along with a specific contact person(s); ACG will put this list together for each campus
    - Advisors are looking for some sort of protocol to help this make more sense to students.

- Does the form need some updating? RO will investigate this.

### 3. **Proposal to Revise Academic Regulation 111** (*see attached*)

- Seeking feedback from UAAEC
  - The revision calls for a change in language (section f) that is inclusive of current students along with FSRs. This would allow the Dean, Department or Program Chair to waive requirements by allowing the admit term to be changed which saves time since there will be less manual entering of changes.
  - The change is more accommodating to students, departments, and the RO
  - UAAEC will report back to Becky Bitter and AAC that the Advising Community is in favor of the proposed revision.

### 4. **Student Satisfaction with Academic Advising Survey**

- Survey Administration Timeline has changed to early Spring 2022
  - This will give advisors and students more time to meet; the original plan was to distribute the survey in November which would impact new, first year students who may have not yet had an advising appointment.
- Seeking a small group to assist with survey revision
  - Volunteers are Samantha Gizerian, Karina Aispuro, Thabiti Lewis, Sara Stout, Morann Johnson and Terese King.

Question: What is the purpose of the survey? Main Goals we hope to achieve?

- To collect information on how students feel about their academic advising experience.
- To look at trends;
- To find out if student prefer advising appointments that are in person vs. virtual;
- The intent is not to have results come back to individual advisors in a punitive way. We don't want advisors to feel defensive;
- Survey is given system-wide with the exception of Global;
- Last satisfaction survey occurred in Fal2018.
- We would like ASWSU to be involved in promoting and incentivizing students to complete the survey; Lottery drawings of prizes;

### 5. **Request to open ACG and UAAEC meetings to the Advising Community**

- Would recording the meetings and posting them be an option? Could post the meeting recordings to the advising 411 page.
- A question was asked about why the minutes and the representative from colleges/campuses relaying information are not enough. It was shared that some advisors want a direct platform to have their voice heard.
- There is currently an option on the Advising 411 website, specifically on the formal UAAEC/ACG page, to write in a question or concern which will bring it to the attention of ACG who will work to address it. <https://advising.wsu.edu/submit-an-issue/>.
- It was suggested that a forum or town hall occur once a semester where all advisors are invited to ask questions and share feedback?

### 6. **Advising Community Needs**

- At the last UAAEC meeting, the following needs were presented as things that needed to be addressed and/or resolved:
  - Streamlining Intercampus Enrollment Process
  - Coordinate placement of holds, registration appts., shopping cart, etc. in MyWSU
  - Evaluating Advising caseloads and overall responsibilities/Career Ladders for advisors/salary increases.

- Possibility of using Slate throughout the Advising Community
- Standardizing the process of moving a student from one advisor to the next.
- Expanding the Student Support Model (currently in pilot mode) What is the expectation?
- Developing an Effective Communication Plan for Current Students
- Examining the role advisors play in FSR recruitment
- Including Advisors in planning NSP/Orientation Programs rather than announcing changes without input (eg. Announcing Fall Orientation 2022 will be completely virtual).
- Degree recommendation program for students – to help advisors
- Re-evaluate the use of the VDAP group; requiring all students to meet with an advisor
- Which topics should be prioritized to address first? Can some of these be lumped together?
- It was decided that these issues/needs would be emailed out to UAAEC members so each person could vote on their top 3. Once we gather the votes, we can set the priority list and come up with a plan to address each. Some may be put in the “parking lot” to be addressed at a later date.

**UAAEC Meeting Schedule: 2021-2022**

- November 12, 2021; 12:30 – 2:00 p.m.
- December 10, 2021; 12:30 – 2:00 p.m.
- January 28, 2022; 12:30 – 2:00 p.m.
- February 25, 2022; 12:30 – 2:00 p.m.
- April 1, 2022; 12:30 – 2:00 p.m.
- May 6, 2022; 12:30 – 2:00 p.m.