UAAEC

March 6, 2015


Meeting started at 1:02 pm

1. Updates from ACG
   a. Action Goals from the Advising Forum as set forth by ACG
      i. Goal #1: Assessment of advising loads and work
         1. Survey will be conducted to see what advisors are doing
      ii. Goal #2: Advising syllabus template
         1. Provide consistency among advising departments
      iii. Goal #3: Activate WSU e-mail
         1. See #2a below
   b. Advising website
      1. Provide information for students and faculty
   c. Academic advising org chart
      1. Show linear relationship between all advisors
      2. First draft will just show primary advisors
      3. Consider including Honors College?

2. Topics for discussion/action
   a. Draft memo to Provost re: WSU email as official e-mail
      i. Include branch campuses
      ii. Global Campus is supportive
      iii. Financial Aid suggested new students be required to switch on X day
      iv. Zzusis must be set up before switch to WSU email; switch once deposit paid to WSU?; setting up network ID does not automatically set up email
      v. Tie Microsoft 360 to importance of using WSU email
      vi. When to switch? Pick a date to advertise & stand behind that date
      vii. Make policy for enrolled students after 1st enrolled
      viii. Make policy for academics only (Advising and Financial Aid use preferred?)
      ix. Consider FERPA when using preferred email address
x. Online Advising calendar will require WSU email address
xi. When does housing switch local address in system?
 xii. Change wording so covers official electronic method of communication
 xiii. Effective date: Fall 2015?
b. Timing of when holds are placed on students’ accounts, coordination of hold placement
   i. Everyone expressed that there are a lot of holds
   ii. Timing of when placed is critical
   iii. ACADA meeting conversation – advisors are concerned too many holds are preventing registration
   iv. Registration holds – AENR (no add/drops ok); CENR (no enrollment activity); DENR (no drop/add ok)
   v. 1st 3 weeks semester greatest concern
   vi. Financial Aid process indicator could relieve some holds
   vii. Outline when specific holds occur; advertise to students importance on timing of holds so they pay attention to “fixing” hold before too late
   viii. Advising hold report to show who has holds
   ix. Instead of registering hold use final grade hold?
   x. Put holds on by X date; writing portfolio hold should be at end of semester
   xi. Use positive service indicators to prevent holds?
c. Advising report review/approval/acceptance by college/department
   i. See “Progress toward Accepting the zzusis Advising Report & Retiring DARS” handout
   ii. DARS will retire no later than end of August 2015
   iii. ESG reviewing advising reports college by college
   iv. If advisor has report in DARS that they routinely use, ask so they can see if info is in zzusis too; send email to slambeth@wsu.edu with Subject of “DARS SOS”
   v. The UAAEC committee unanimously endorsed the plan to accept the zzusis advising report and to retire DARS, as outlined in the document “Progress toward Accepting the zzusis Advising Report & Retiring DARS” distributed by University Registrar Julia Pomerenk.
d. Other
   i. Email subcommittee: Susan Poch, Amanda Morgan, Financial Aid communications team, Joslyn DeJong or Wendy Peterson, ESG, Communication University wide, ASWSU

Meeting Adjourned at 2:25 pm