

UAAEC

March 6, 2015

Attendees: Brian Dixon, Cathy Elstad, Val Fisher, Samantha Gizerian, Fran Hermanson, Terese King, Jeremy Lessmann, Karla Makus, Amanda Morgan, Debbie O'Donnell, Susan Poch, Julia Pomerenk, John Schneider, Darren Yocum, Sara Stout, Mary Wack

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. Zzsis 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 zzsis 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 zzsis too; send email to slambeth@wsu.edu with Subject of “DARS SOS”
 - v. The UAAEC committee unanimously endorsed the plan to accept the zzsis advising report and to retire DARS, as outlined in the document “Progress toward Accepting the zzsis 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