

AGENDA

- Agenda Item 1 – Review of Minutes
 - No concerns pertaining to April ACG meeting minutes
- Agenda Item 2 – Committee Updates
 - a. Goal #1 – Assessment of Advising Loads & Work
 - Tom Whitacre gave an update on the latest draft of the “Advising Workload Assessment 2015 Information Survey.” The survey has been tweaked with minor changes. A pilot group will be created to test the survey. The pilot will be run in May or June. Tom referenced a list of advisors (currently 214) that included branch campuses.
 - Jeremy Lessmann will draft a cover letter to be sent with the survey to prep advisors to collect information prior to conducting the survey. A point of contact will be included in the letter. The letter will mention that the survey could be useful for re-accreditation.
 - A suggestion was made to add a line to the survey to list the campus.
 - The group inquired as to who will sign the letter/email. Susan Poch suggested it be signed by both the UAAEC and the ACG.
 - b. Goal #2 – Development of an Advising Syllabus Template
 - Goal Completed. The template will go on the ACG website and was approved by the UAAEC.
 - c. Goal #2.1 – Org Chart Review, Updated Function of ACG/UAAEC Documents
 - Goal Completed. The org chart will go on the ACG website and was approved by the UAAEC.
 - d. Goal #3 – Activate WSU E-mail as Official Communication with Students
 - The information has been shared with the Provost. A sub-committee (Mary Wack, Erica Austin, and Jerman Rose) was created by the Provost. The sub-committee has been tasked to provide action by Fall 2015.
 - Ideally the first day of each semester communication will shift to WSU email. It is believed that the preferred box will go away.
 - e. UAAEC Updates
 - UAAEC comments pertaining to the assessment survey were incorporated into the survey.
 - The UAAEC discussed vetting of holds.
- Agenda Item 3 – Development of a Formal Process to Forward Advising Issues to UAAEC
 - The revised form was presented. 1-4 are key to the process. A standardized format will be used. The form will go on the advising website as an online fillable form. Advising Issues will become an agenda item at ACG meetings to discuss forms submitted. A sub-committee will process the forms.
 - A question was raised as to who can submit the form? It was decided that only advisors and ASWSU will be allowed to submit. ASWSU may have a representative on the sub-committee.
 - A suggestion was made to add a line to the form for the ACG sub-committee to sign after approving an action. In addition, a line will be added for the sub-committee to indicate action to be taken.
- Agenda Item 4 – New Sub-Committees Discussion
 - a. Technology – group suggested removing this sub-committee

- b. Advising Issues Sub-Committee Members: Karla Makus, Suzanne Lambeth (RO), Tom Whitacre, Christina Kincaid
- c. Communication/Newsletters Sub-Committee Members: Jeremy Lessmann, Chris Oakley
- d. Forum Sub-Committee Members: Kristy Gutierrez, Samantha Gizerian, Brooke Whiting
- Agenda Item 5 – Academic Advising Forum: Technology in Context Update
 - Susan Poch reminded the group that everyone should bring laptops. The Provost will give the opening remarks. An agenda will be provided the day of the forum. The topics will be provided in an email a couple of days prior to the event.
- Agenda Item 6 – Other
 - Transfer Clearinghouse was discussed. It will provide a system wide look at policies during a 2 year window. A grad student and a program coordinator position have been approved.

MEETING END

Meeting Schedule End: 1:30 p.m.

Meeting Actual End: 1:25 p.m.

NEXT MEETING

No June meeting scheduled

**Advising Consultant Group
Meeting Minutes
Meeting Date: May 11, 2015
Approval: _____ SP
Recorded By: Leah A. Millikan**

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Members</u>			No
Acuna-Luna, Ray	Academic Advisor	Access, Equity & Achievement	No
Arnold, Donna	Associate Director	Multicultural Student Services	No
Barajas, Jaime	CAMP Director	College Assistance Migrant Prog	No
Cassleman, Jessica	Assistant Dean	Honors College	Yes
Castro, Cynthia	Assistant Director Student Athlete Dev	Athletics	No
Comstock, Megan	Academic Coordinator	Carson College of Business	No
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
Gutierrez, Kristy	Academic Coordinator	WSU Vancouver	Phone
Hammond, Angela	Director Student Services	College of Education	No
Hathaway, Thaddeus	Assistant Director Student Athlete Dev	Athletics	No
Horton, Marian	Academic Coordinator	Health Professions Student Center	No
Kincaid, Christina	Student Services Supervisor	WSU Online Admin	Yes
Lambeth, Suzanne	Assistant Registrar	Registrar	Yes
Laughter, Lisa	Academic Coordinator	Program in Communication	No
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Lightner, Lindsey	Academic Coordinator Senior	WSU Tri-cities	No
McAteer, Kathleen	Assistant Vice Chancellor	WSU Tri-cities	No
Makus, Karla	Academic Coordinator	School of Economic Sciences	Yes
Morgan, Amanda	Associate Director	New Student Programs	No
Oakley, Christine	Director Global Learning	International Programs	Yes
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Ryan, Ruth	Associate Director	Academic Success & Career Center	No
Schertenleib, Kasey	Academic Coordinator Senior	College of Engineering	Yes
Stout, Sara	Director of Student Services	Program in Communication	No
Tong, Gloria	Director Enrollment Management	Carson College of Business	Yes
Whitacre, Thomas	Clinical Assistant Professor	Liberal Arts General Studies	Yes
Whiting, Brooke	Academic Coordinator	Civil & Environmental Engineering	Yes
<u>Guests</u>			

MEETING LOCATION

Meeting Location: CUE 512
Phone Bridge: 509-335-4700

MEETING START

Meeting Schedule Start: 12:15 p.m.
Meeting Actual Start: 12:15 p.m.