

## AGENDA

- Agenda Item 1 – Service Indicators
  - A. Develop a vetting process for new holds (could this be a UAAEC function?)
    - Was determined the vetting process is a reasonable function for UAAEC; holds should not be created without discussion; currently nowhere to discuss potential new holds
    - A question was asked as to whether UAAEC would have authority to say NO to new indicator? Susan will ask Provost if UAAEC can review potential new indicators and relay to Provost if there is a need to say no.
    - A concern was raised that some holds are sensitive & shouldn't be discussed with everyone; some areas should have the ability to create holds without permission.
    - Susan will prepare a memo to the Provost requesting a vetting process.
  - B. List of which service indicators prevent registration for advisors (advising website)
    - Key focus will be on the service indicators that prevent registration
    - Advisors were not clear on which service indicators do what exactly
    - A handout listing the service indicators that prevent registration was provided
    - A financial services positive service indicator is in the works; working to determine how long hold is necessary before temporarily released; creating a "partner portal" to communicate key issues pertaining to financial services
    - A question was asked as to why 2 greyed lines on the service indicator list provided and why 2 indicators appear to be the same? Some pertain to how much student owes but same aging category.
    - The list of service indicators what prevent registration will be put on the advising website.
  - C. Work with ESG on service indicator display (Mobile app has this capability)
    - Susan will continue to work with ESG regarding a service indicator display

- Agenda Item 2 – WSU email update
  - Update provided by Erica Austin via email to Susan: The Provost accepted almost all of the recommendations from the UAAEC and an implementation committee is working on the logistics and communication plan to proceed with adoption of the WSU email address as the official mechanism for communicating university business to students. The only recommendation not accepted was to disable email forwarding. This was not considered practical or necessary.
  - Target date for implementation: 1<sup>st</sup> day of classes Fall 2015
- Agenda Item 3 – Advising Forum update
  - A. Survey responses
    - Survey results were emailed to the UAAEC group
    - Grades First wasn't discussed at the Forum
  - B. Provost's opening remarks – an opportunity
    - Bulleted list provided
    - Key take away message: Advisors are scarce resource
    - Lively discussion on how can resources be used more effectively and should UAAEC become more involved?
      - ❖ How do you decide how much time to invest in each student? (inequity of advising loads & shouldn't depend on what department advisor is from)
      - ❖ Need to split course scheduling from advising
      - ❖ Group advising could help “mechanics” of scheduling, etc. (or online chat sessions); would require a culture shift; potential to create a more relaxed environment
      - ❖ Switch from using term mandatory to guaranteed or required; however, parents tend to like the fact that advising is mandatory
    - Action Items: Formulate ideas to communicate how to help advisors to implement techniques; create advising forums for students; wait on advising survey results
- Other
  - Advising Survey: working to put it on Qualtrics for test pilot; confidential survey
  - myWSU name change for zzusis
    - Portal name change only
    - Eventually zzusis will go away
    - Tutorials will be created
    - Launch date around January 1, 2016
  - Request to discuss My Academic Planner at next meeting

## MEETING END

Meeting Schedule End: 2:30 p.m.

Meeting Actual End: 2:22 p.m.

## NEXT MEETING

TBD – towards end of July

**University Academic Advising Executive Committee  
Meeting Minutes  
Meeting Date: June 5, 2015  
Approval: \_\_\_\_\_ SP  
Recorded By: Leah A. Millikan**

**ATTENDANCE**

<b>NAME</b>	<b>TITLE</b>	<b>ORGANIZATION</b>	<b>PRESENT</b>
<b><u>Committee Members</u></b>			
Canty, June	Associate Vice Chancellor	Academic Affairs WSU Vancouver	AMS
Crawford, Cristie	Academic Coordinator	CAHNRS Academic Programs	No
Dixon, Brian	Assistant Vice President	Student Financial Services	Yes
Elstad, Catherine	Associate Dean	Honors College	Yes
Fisher, Valorie	Academic Coordinator	Animal Sciences	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	No
Hermanson, Fran	Executive Director	Institutional Research	No
King, Terese	Director	ASCC	No
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Lightner, Lindsey	Academic Coordinator	WSU Tri-cities	No
McAteer', Kathleen	Assistant Vice Chancellor	WSU Tri-cities	No
Morgan, Amanda	Associate Director	New Student Programs	Yes
O'Donnell, Debbie	Director	Global Campus	Yes
Peterson, Wendy	Director	Admissions	Yes
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Pomerenk, Julia	University Registrar	Registrar	No
Schneider, John	Associate Dean	College of Engineering	Yes
Scourey, Joy	Senior Associate Director	Student Financial Services	No
Skinner, Matt	Chief Enterprise Systems Officer	Office of President	No
Stout, Sara	Director of Student Services	Program in Communication	No
Wack, Mary	Vice Provost for Undergrad Education	Office Undergraduate Education	No
Yocum, Darren M	Executive Director	Enterprise Systems	Yes
<b><u>Guests</u></b>			
Ryan, Ruth	Associate Director	ASCC	Yes

**MEETING LOCATION**

Meeting Location: CUE 512

AMS: Tri-cities

**MEETING START**

Meeting Schedule Start: 1:00 p.m.

Meeting Actual Start: 1:01 p.m.