

**Advising Consultant Group
October 17, 2016 Minutes
CUE 512**

1. Congratulations to our ACADA Academic Advising Award Winners!
 - a. Robin Bond, Faculty Advisor
 - b. Kasey Schertenleib, Advising Administrator
 - c. Matthew Jeffries, New Advisor
 - d. Doug Juneau, Primary Advising

2. EAB Guide kick-off event, October 18th p.m
 - a. 1 full day, advisors need not be present for everything
 - one day from 8:30 to 3:00 on October 18th.
 - Advisors were invited to attend the morning session.
 - EAB is the student facing opportunity for their phone or device to locate needed resources like:
 - Library,
 - Academic Success and Career Center
 - Associated Students of Washington State University
 - Additional resources are still being compiled.
 - It will be rolled out only on the Pullman campus first

3. Updates on Advising Changes
 - a. Planning, Delivery and Assessment Committees
 - Lisa Laughter and two other advisors will meet at 2:00 pm today to discuss moving forward some type of training.
 - They have a big grid of conceptual related pieces, when to offer, and what needs to get out there right now regarding new advisors being hired.
 - The 411 site will have a role in this as well.
 - It will have:
 - Advising training information,
 - What training will be on-line and what to have in person,
 - Calendar,
 - Announcements,
 - Course updates
 - Links to relevant forms, and
 - Frequently asked questions.
 - The 411 site can be campus specific with components for each campus.
 - There are different things to be housed and structured on the site.
 - Who will keep it updated?
 - Each college will have the ability to add their specific information.
 - Launch target date is springish.
 - Guidelines to which information to use the 411 site versus the advising listserv will be discussed at their November 14th meeting.

- b. Pilot for 30-90 cr. student advising
 - Equitable advising cohort report:
 - Advisors present are seeing many of their students in the cohort.
 - Concern: apprehensive regarding if their cohort of students are using the resources and staying on track. No way to know until they register for spring semester.

- 4. Development of 411 site
 - a. –see discussion above (under Updates on Advising Changes)

- 5. Year of the Advisor
 - a. Career Ladder discussion, pending
 - Susan has gone onto the Human Resources website to compare the Academic Coordinator/Advisor 1, 2, and 3 with the Student Services Coordinator/Advisor 1, 2, and 3.
 - A spreadsheet is being developed to see where the language meshes up between the three classifications and what the advisors are doing.
 - Academic Coordinator and the Student Services Coordinator appear to be doing some of the same type of jobs in many areas.
 - Goal: develop a foundation when new advisors come into the system, how they can move up the career ladder.
 - Approximately, WSU developed the new advising categories about five years ago. It was reported that a NACADA advising administrator said it took the campus seven years when building their career campus. Another campus took ten years. This is not a short term project.

 - b. NACADA Consultant, on hold
 - Consensus was spring would be too soon as we have the Equitable Advising model and the technology continuing.
 - Fall 2017 would be better timing for us to plan for the visit in spring 2018 .
 - An ideal topic for a consultant would be the assessment of advising.

 - c. Advising History compilation
 - Mary Whittenberg has put together a notebook with the History of advising items back to 1994.
 - If the committee has things to include in the notebook, send a copy to Susan or Mary Whittenberg.
 - Eventually, the materials in the notebook will be digitalized and put on-line.

 - d. Spring Advising Forum, February 20, 2017, *Save the Date!*
 - The forum falls on President's day where students are not attending classes. In theory, no advising appointments for that day.
 - We will try to do what was done last year with professional development presentation in the morning and training in the afternoon.

- e. Updates/Comments from colleges or departments or advising units
 - Updates to the Educational Policy and Procedure Manual are underway and One area they are working on is what advising is regarding faculty, professional advisor, and office coordinators
 - .
 - All changes will need to go and be approved by the Academic Affairs Committee and Faculty Senate.
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 - Registrar’s Office reported the new electronic form for graduation date changes is now available.
 - The advisor and student will receive notification it was received.
 - On the class search in my.WSU on combined class sections, now shows only seat availability, not room capacity
 - Also on the Degree Audit, they rearranged in boxes the degree.
 - On Friday, the Transfer Credit Report underwent a change as well. The column “Posted” was deleted due to redundancy. Waylon will send out an announcement regarding this change.
 - Regarding Equitable Advising, Old Dominion is doing the same but calling it decoupling.
 - Their student body was instrumental in this.
 - Would our ASWSU be interesting in being the representative to teach some type of curriculum regarding how to use my.WSU as they did when Zzusi was launched?
 - The curriculum could focus on how to put courses in their shopping cart and helping to free up advisors for other needed critical conversations during appointments.
 - Kasey reported the Equitable Advising concerns regarding the Engineering program.
 - They have a faculty mentor part that students are required to meet with. Solution: a Faculty Mentor hold for the mentor to release can be added.
 - Will be able to give the data of the Equitable Advising to their advisors once it is available.
 - The upperclass students are still in the habit of wanting to be advised as they are not use to the decoupling.
 - Maybe ASWSU could be involved via training groups for older students not use to this.
 - Sam will contact ASWU representative to inquire.
 - There is a need to push the tools and resources before setting students free.

Meeting adjourned at 1:08 p.m.

Advising Consultant Group
Meeting Date: 10/17/16

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Members</u>			
Acuna-Luna, Ray	Academic Advisor	Access, Equity & Achievement	No
Alexander, Kate	Admissions & Advising Coordinator	Honors College	Yes
Arnold, Donna	Associate Director	Multicultural Student Services	No
Casavant, Colette	Academic Coordinator	CAHNRS	Yes
Chow, Anna	Assistant Director/Academic Coord.	Liberal Arts General Studies	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
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	Yes
House, Paulette	Assistant Director	Carson College of Business	No
Kincaid, Christi	Student Services Supervisor	WSU Online Admin	Yes
Lambeth, Suzanne	Assistant Registrar	Registrar Office	Yes
Laughter, Lisa	Academic Coordinator	Program in Communication	Yes
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Meiers, Mysti	Senior Academic Advisor	WSU Tri-cities	No
Morgan, Amanda	Director	New Student Programs	No
Oakley, Christine	Director Global Learning	International Programs	Yes
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Ramsing, Allison	Academic Coordinator	WSU Vancouver	Yes
Ryan, Ruth	Associate Director	Academic Success & Career Center	No
Schertenleib, Kasey	Academic Coordinator Senior	College of Engineering	Yes
Swaab, Nicholas	Asst. Director of University Affairs	ASWSU	No
<u>Guests</u>			

MEETING LOCATION

Meeting Location: CUE 512