

**University Academic Advising Executive Council**  
**Minutes**  
**October 28, 2016**

1. Updates

- a. Pilot program
  - New cohorts in spring: Business, Molecular Biosciences, and Sport Management.
  - Meeting around Thanksgiving to plan for spring and adjust data collection.
  
- b. Advising Training Updates
  - Identified preservice training and topics.
  - Three month advisor training will be coming up.
  - Next meeting will be the assessment discussion.
  - Will have a meeting with Global Campus to get blackboard space. Questions: who is the worker behind the scene putting the training on blackboard and keeping it up-to-date?
  - There was discussion regarding how much it takes to put training together especially during the heavy advising season, have advisors in colleges to take on the pre-advising and advisor shadowing.
  - Training Manager Position has come up and the group feels it is time to put forward a formal proposal to the Provost. Susan will draft the letter.
  
- c. Development of an Advising 411 site
  - Update: Angie is working to get everyone access to the site as well as the calendar.
  - There will be the ability to share comments between the other 411 sites.
  
- d. Career Ladder discussion
  - Susan looked at the different classifications of all advisor classifications, i.e. Academic Coordinator/Advisor 1, 2, 3 and Student Services Coordinator/Advisor 1, 2, 3. They are not consistent and the pay is variable for each class. Newer advisors fit into these new categories and existing advisors have been grandfathered into the old ones.
  - Seems like a good idea to create professional pathway for advisors. Need to set forth some good criteria to move advisors up the career ladder.
  - To redo the classifications there is a two-step process: one is to develop a position description for what we want and establish a pathway to move up through the system and two is to connect with Human Resources to get a background how the existing categories came about.
  
- e. NACADA Consultant
  - Small group met and originally wanted to invite them to come to campus in spring. The visit is on hold and discussion will take up a year from now after we have had more experience with the new areas being done now.

## 2. Year of the Advisor

### a. Development of measures of success

- The work plan was sent around. The chart is in a different format with a more abbreviated version and breaks down by month what we want to see happen.
- Development of a survey to send out to get baseline of advisor satisfaction. Will repeat the survey in a year or two.
- The Core Advising Responsibility was discussed. Suggestions were made to change terminology and to move some bullets around. This is updated on a yearly basis by Terese. You can give ideas to her.

## 3. Academic deficiency regulation proposal

### a. Discussion of the data

- We have talked briefly regarding a new academic regulation for students earning less than 1.0 gpa. The Academic Regulation proposal would have the student dismissed for one academic term. WSU would suggest resources to go home with. They will need to reapply for reinstatement.
- From all three campuses 1,781 first year students fell below 1.0 term GPA in the first semester. The International students and global campus are not in these.
- Conversations with several groups have taken place. Housing was one of them and they were very supportive of this. They noticed these students do have an influence on non-deficient students and are impacting their area. Would this assist with retention in keeping those non-deficient students leaving WSU?
- Concern: the timing and logistics regarding housing as students go home, they'll receive the letter then need to come back to get their belongings. Would they be charged the housing fee.
- Another concern is trying to find an early intervention. Mid-term grades would be helpful. Not all instructors give them.
- Asked Erica how this would be received as it would result in tuition loss and student success. She stated this would need to be discussed by the top echelon.
- Another memo with the evidence already gathered would need to be drafted.

## 4. Other

- There was a discussion on the various holds students encounter they don't realize they have. Various areas putting on holds are inconsistent. It was discussed how they could inform the students regarding holds, what they are, and where they need to go to get them removed. There is a need for reorganization of the hold process, who puts them on, and takes them off. ESG is able to do some programming to assist with this issue.

Meeting adjourned at 2:28 pm.

**University Academic Advising Executive Committee  
Meeting Minutes  
Meeting Date: 10-21-16**

**ATTENDANCE**

<b>NAME</b>	<b>TITLE</b>	<b>ORGANIZATION</b>	<b>PRESENT</b>
<b><u>Committee Members</u></b>			
Ackerson, Sara	Academic Coordinator	College of Business	Yes
Canty, June	Associate Vice Chancellor	Academic Affairs WSU Vancouver	Yes
Bond, Robin	Assistant Dean	Honors College	No
Dixon, Brian	Assistant Vice President	Student Financial Services	No
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
Hermanson, Fran	Executive Director	Institutional Research	No
King, Terese	Director	ASCC	Yes
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
McAteer, Kathleen	Assistant Vice Chancellor	WSU Tri-cities	Yes
McMahon, Colleen	External Committee Vice Chair	ASWSU	Yes
Meiers, Mysti	Academic Coordinator/Advisor	WSU Tri-cities	No
Morgan, Amanda	Associate Director	New Student Programs	Yes
O'Donnell, Debbie	Director	Global Campus	No
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Pomerenk, Julia	University Registrar	Registrar	No
Schneider, John	Associate Dean	College of Engineering	No
Scourey, Joy	Senior Associate Director	Student Financial Services	Yes
Skinner, Matthew	Associate Vice Provost (?)	Enterprise Systems	No
Stout, Sara	Director of Student Services	Program in Communication	No
Swaab, Nicholas	ASWSU Senator	ASWSU	No
Wack, Mary	Vice Provost for Undergrad Education	Office Undergraduate Education	No
Walter, Jon	Assistant Director	ASCC	Yes
Wehrung, Nancy	Senior Associate Director	Admissions	No
Yocum, Darren M	Executive Director	Enterprise Systems	Yes
<b><u>Guests</u></b>			
Kasey Schertenleib	Academic Coordinator Senior	College of Engineering	Yes
Erica Ausin	Vice Provost – Academic Affairs	Provost Office	Yes
Todd Mordhorst	Public Relations Communication Coord	Provost Office & Executive VP	Yes