

University Academic Advising Executive Council
Minutes
December 16, 2016

1. Updates

a. Equitable Advising Pilot program

- The pilot is in the data analysis mode.
- The committee has put together a survey to send to the cohort students after grades are posted.
- They are revising their communication to students.
- Next semester Business, Molecular Biosciences, and Sport Management will join.
- Mapping out training plans and will work with ASWSU for them to train students how to use resources available for planning their courses.

b. Advising Training Updates

- The first remodeled training Part A is Friday, January 20th with Part B the following Friday, January 27th. Part A is a prerequisite for taking Part B.
- Contacted Kelly Newell from Global Campus regarding developing a Blackboard MOOC source. Cost is \$1,500 to host and \$200 for Technical Support annually.
- All advisors would have access for training purposes.
- Need to be able to track where advisors consistently go for content information then develop training based on the information.
- 411 – was discussed if to incorporate it within the advisor’s Blackboard space, have it separate, or table it. It was decided to continue to develop the site.
- Concern: what function would advising.wsu.edu be? Would be revised, be a resource for students, and the face of UAAEC and ACG.
- Susan will take the Blackboard and costs associated with it to the Provost to get it started.

c. Career Ladder discussion

- Advising directors met with Human Resources to provide them comments and edits to more accurately reflect what the Academic Coordinator/Advisor 1, 2, and 3 does.
- They are interested in the career ladder and will work on criteria to move advisors from one level to the next. Performance evaluation is a possibility to move them but how are we doing the evaluation?
- Student Services Advisor/Advisor 1, 2, 3 descriptions have not been done as yet. Question: could they be called something other than “advisor”?

2. Year of the Advisor

a. Discussion of the development of measures of success

- How do we know if advisors have made a difference on this campus and are they significant to move advisors from one level to another?
- What is the Year of Advisor? Spotlight on advisor but not the action of certain advisors.
- A need to develop a survey to learn about advisor satisfaction and where people are in their professional development.

- After career ladder, 411, and all the other things we are working on, redo the survey to see what particular areas advisors are not happy and maybe give more latitude to step in.
- Are the faculty advisors satisfied with their primary advising role? Include appropriate survey questions to involve them.
- Survey still in discussion stages.

b. Memo to the Provost

- Suggestions asked for the draft memo regarding the request for funding a half-time Advisor Training Coordinator and half-time Academic Advisor. It was suggested that the split be changed to 75% training coordinator and 25% advisor
- Need to move forward as soon as we can but still need position description.
- Concern: if doing the advisor training, not enough time for the half-time advising load. Solution: have an on-call advisor.

c. Reception: January 31, 2017

- Both the President and Provost has this penciled in on their calendar and will speak regarding the Year of Advisor.
- Concern: Potential concern that advisors might be mistaken they get something special for the Year of the Advisor. It is unclear on this.
- More information to come.

3. Academic deficiency regulation proposal

a. Memo to the Provost

- The memo proposes a new Academic Regulation 38B for first year students who earn below a 1.00 GPA their first year at WSU and be dismissed from the university for one semester.
- Transfer students will not fall under this regulation.
- Current version of memo need to be revised to make the wording crisper. Also make it clear who had been talked to, there was little opposition, and had great support.
- We want to make sure this goes to the Provost now in case he might need additional data.
- A draft will go to Academic Affairs Committee and ultimately to Faculty Senate then final approval.

4. Service Indicator Project

a. Memo to the Provost

- The memo is a service indicator request for guidelines at the Provost level.
- Purpose: to include a narrow number of users who may place indicators, specific timelines, and requirement for routine clean-up for expired indicators.
- UAAEC group members reviewing indicators but have no official say are Julia Pomerenk, Terese King, Joy Scourey, and Susan Poch.
- Terese will run queries on the number of students who have not registered because of holds.
- Also need to get numbers of students who are logging into my.wsu.

b. Next steps for UAAEC – tabled

Adjourned at 2:20 p.m.

**University Academic Advising Executive Committee
Meeting Minutes
Meeting Date: December 19, 2016**

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Committee Members</u>			
Ackerson, Sara	Academic Coordinator	College of Business	Yes
Canty, June	Associate Vice Chancellor	Academic Affairs WSU Vancouver	No
Bond, Robin	Assistant Dean	Honors College	Yes
Dixon, Brian	Assistant Vice President	Student Financial Services	No
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	No
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	No
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	Yes
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Pomerenk, Julia	University Registrar	Registrar	Yes-Phone
Schneider, John	Associate Dean	College of Engineering	Yes
Scourey, Joy	Senior Associate Director	Student Financial Services	No
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	Yes-Phone
Yocum, Darren M	Executive Director	Enterprise Systems	Yes
<u>Guests</u>			

MEETING LOCATION

Meeting Location: CUE 512

AMS: Tri-cities
Vancouver