

**Advising Consultant Group Meeting**  
**Monday, February 23, 2015**  
**12:00 pm to 1:30 pm**  
**CUE 512**

**Members present:** Ray Acuna-Luna, Jessica Cassleman, Cynthia Castro, Megan Comstock, Samantha Gizerian, Kristy Gutierrez, Angela Hammond, Marian Horton, Suzanne Lambeth, Lisa Laughter, Jeremy Lessmann, Lindsay Lightner, Karla Makus, Leah Millikan, Chris Oakley, Susan Poch, Julia Pomerenk, Ruth Ryan, Kasey Schertenleib, Tom Whitacre

**Meeting Minutes:**

1. One addition to January minutes – Add Karla Makus to Goal #1 Committee
2. Goal #1 (Assessment of advising loads and work ) Update: Will gather workload data on what advisor do; will create survey; hope for Provost endorsement
3. Goal #2.1 (Development of an advising syllabus template) Update: See handout; would like Provost to issue required advising syllabus format; include academic calendar link on #12 of handout; limit to 1-2 pages
4. Goal #2.2 (Develop an org chart for advising at WSU) Update: Org chart drafted & will be presented at next meeting
5. Goal #3 (Activate WSU email as official email for students) Update: Was discussed at UAAEC meeting; Provost will draft executive policy; put UAAEC minutes on Provost website
6. Website Development: Design in process; Will have draft to show at next meeting
7. Questions from ESG Discussion: Something to think about; include certification not complete check box in zzussis
8. Julia Update: 3 handouts on Revised Rules; if you have questions email Suzanne Lambeth with email subject line of “DARS SOS”
9. Fall Academic Calendar Task Force: Considering adding October 2 day break; see handout
10. ACG Insider draft: Please provide feedback; most seem to like it; put on ACG website once up and running
11. Next Meeting: March 23<sup>rd</sup> – will develop formal procedure for taking something to UAAEC

Meeting adjourned at 1:28 PM