

University Academic Advising Executive Committee
Minutes
March 11, 2016

(Minutes posted to the website)

Continued Discussion

- Academic Advising changes
 - Susan Poch and Rebecca Vandevord will work on the communication from the Provost.
 - Once communication comes out, committee will put forth recommendations, timelines, and work groups.
- Advisor training development, workgroups needed, timeline
 - How to make it mandatory, relevant to all, and create an implementation timeline.
 - Training needs to take into consideration positions being filled throughout the year, faculty time constraints, and targeted audience.
 - Set up on-line training modules but host modules in person.
 - Concern of on-line training modules: person is multi-tasking and how to have accountability.
 - Suggestions:
 - use of Blackboard or Litmos to deliver modules;
 - Level 2 advising certification needs to be a component;
 - look at our peer institutions to see their models, their implementation, and how it fits with us;
 - pre-assessment and post-assessment to see if process (not the training) is working;
 - Anna Chow and Rebecca Prescott have developed a training module for CAS Jeremy will bring copy,
 - Perhaps Provost could put forth funds as incentive toward advisor training?
 - Mandatory refresher of Advising 101, 102, 103 every three years.
 - Task for ACG: collect information regarding training in each college area and compiling the data for UAAEC.
 - Every college and departments value advising in different ways so need to have Dean buy-in, particularly for required faculty training.
 - Need assessment plan mapped out. Sara Stout will find a copy of advising assessment mapping created in 2006
 - Outcomes and inventory due next meeting, March 25th, then form work groups.
 - Samantha Gizerian and Cathy Elstad identify who needs training and the advising tracks that are needed.
- Decoupling registration and advising, what are the necessary considerations, workgroups needed, timeline – Tabled

Updates

- Student Voice on advising

- Interviewing colleges, departments, students, and staff will continued after spring break by ASWSU Senate membership.
- Students would like to have:
 - more clear methods to sign up for advising appointments,
 - easier ways to contact their advisors, and
 - information on how to graduate in a chosen major.
- Concerns:
 - Economic Sciences: some of their required classes, i.e. MgtOp 340, are not registerable as they are designated for Business majors only. Creates problems for non-business students.
 - Economic Sciences has advisor shortage, the process can't keep up with registration, and the classes fill up.
 - Other concern was specific to Honor students. Departments sometimes require UCORE courses, not accepting Honor equivalent courses. Honor students are stuck taking both if their major's department requires a UCORE to fulfill a major requirement, but not an Honors course.
- General concerns were availability, consistency with scheduling, and holds.
- Were in favor of decoupling advising with registration.
- WSU Tri-Cities ASWSU group are in favor of eliminating mandatory advising after student's freshman year (but these were dedicated students and understood the system).
- New for WSU Tri-Cities this year is group advising.
- UAAEC's response:
 - Susan will check the rule on students taking courses in other areas that connect with their major.
 - Could course section be designated for non-majors?
- Students want to seek professional development, schedule on their own, find resources assessable, and simplicity.

New Information

- ACG Workload Survey
 - Survey was developed and sent to all primary advisors in Pullman and Global campus during the 2014-2015 advising years as listed in myWSU.
 - Object was to collect system wide data on workloads of advisors in terms of number of advisees, type of job activities, and compare actual job activities to job descriptions.
 - All advisors with high student loads worked beyond their job description with both advising and non-advising duties.
 - Those with low student loads worked beyond their job description with non-advising duties.
 - Vancouver did a similar survey but no two advisors have same job description.
 - Question: plan to share with NACADA if people think it worthwhile?

Other

President has formed a Customer Service Group to review communication and websites all across campus. Object is to improve messages and websites for students as well as their parents.

Meeting adjourned at 2:32 pm.

University Academic Advising Executive Committee
Meeting Minutes
Meeting Date: 3/11/16
Approval: _____

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Committee Members</u>			
Canty, June	Associate Vice Chancellor	Academic Affairs WSU Vancouver	Yes
Crawford, Cristie	Academic Coordinator	CAHNRS Academic Programs	No
Dixon, Brian	Assistant Vice President	Student Financial Services	No
Elstad, Catherine	Associate Dean	Honors College	Yes
Fisher, Valorie	Academic Coordinator	Animal Sciences	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
Hermanson, Fran	Executive Director	Institutional Research	No
Heyne, Dylan	Assistant Director, University Affairs	ASWSU	Yes
King, Terese	Director	ASCC	No
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Meiers, Mysti	Academic Coordinator/Advisor	WSU Tri-cities	No
McAteer', Kathleen	Assistant Vice Chancellor	WSU Tri-cities	Yes
Morgan, Amanda	Associate Director	New Student Programs	No
O'Donnell, Debbie	Director	Global Campus	No
Peterson, Wendy	Director	Admissions	No
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	Yes
Skinner, Matt	Chief Enterprise Systems Officer	Office of President	No
Stout, Sara	Director of Student Services	Program in Communication	Yes
Vandevord, Rebecca	Assoc. Dir & Dir E learning	Global Campus (Online)	Yes
Wack, Mary	Vice Provost for Undergrad Education	Office Undergraduate Education	No
Yocum, Darren M	Executive Director	Enterprise Systems	Yes
<u>Guests</u>			
Gary Saunders	Project Specialist	Enterprise Systems	Yes
Jon Walter	Assistant Director	ASCC	Yes

MEETING LOCATION

Meeting Location: CUE 512

AMS: Tri-cities

Vancouver