

**University Academic Advising Executive Council**  
**Minutes**  
**August 26, 2016**

1. Function and Membership of UAAEC
  - Reviewed functions of the committee.
  - Functions haven't been revised from last year.
  - Mentioned the new members:
    - Colleen McMahan and Nicholas Swaab, ASWSU,
    - Robin Bond, Honors, and
    - Sara Ackerson, Business.
  - Robin replaces Catherine Elstad who is retiring at the end of next month.
  - Sara transferred from WSU Vancouver.
  - The Committee's Strategic Plan was given to Provost Bernardo July 2014 and the Provost pledged his support.
  
2. Pilot program updates
  - Equitable Advising model (formerly De-coupling of advising) report was given by Samantha Gizerian.
    - There are 417 in the cohort.
    - Email went out from advisors last week to explain the advisor meeting hold.
    - Jeremy Lessman is putting together a Qualtrics tool to track the advising meeting.
    - Some students have reached out with emails to ask:
      - what this was,
      - one was interested in doing research in a new lab and if their spring course schedule would permit them to spend more time in the lab, and
      - one came in to get the meeting out of the way.
  
3. Advising Training Updates
  - a. Question about responsibility for training coordination
    - Training group overlaid the core competencies and rubric over NACADA's competencies trying to establish what they want advisors to know from the start.
    - Will have pre-service training available in fall.
    - Advisory delivery group consolidation with the Training group may move the training forward faster.
    - Need to ensure people within colleges would be trained and making sure the assessment is done.
    - Second piece is who would be responsible for the training making sure modules are available and be responsible for training groups? Is it ASCC, ACADA? More discussion on this.
    - What about the role of Office of Undergraduate Education? OUE has lots of different units, is there an entity to take on that training?
    - Need to still have people in college to help but a central place for resources and where colleges can go.
    - Susan will explore the OUE opportunity.

#### 4. "Year of the Advisor"

##### a. Draft work plan

- History: President and Provost have academic advising as a priority for 2016-2017.
- Provost has made this Year of Advisor very specific. It targets academic advising Susan has put together a draft work plan and is looking for feedback as well as help. It will go back to Provost as part of priority plan.
- It will be extraordinarily helpful to lay things out and opportunity to ask for funds.
- President sent out message titled "25-Transformative Student Experiences" He is serious about transfer student experiences. It is part of the Strategic Plan and advising is important to facilitate that.
- Planned communication from President or Provost each month as a "go team" kind of encouragement in recognition and appreciation of their work being done.
- Implied full support of the President, Provost, and Board of Regents.
- Suggestions:
  - spotlight the relationship regarding the person who students seek,
  - article with advisor/advisee interviewing each other to help understand what advisors actually do, and
  - try to do something using social media.
- September 23rd is the date for the Fall Advising forum. This will be a half day event.
- Could have a Kick-Off reception but President has not confirmed when he would be available.
- Jane (Vancouver) concern was the outlying campus advisors would not be able to be a part of the reception. It was suggested when President and Provost visit their campuses, to have a reception there as well.

##### b. Career Ladder discussion

- Article handout is a timely conversation for this group.
- Advisors move to another position because there is no advancement in their current area.
- Morale is important and a positive way to support people in their career.
- Advisor is in a profession and the Year of Advisor is a means to focus on this.
- Discussion regarding Human Resource Services job classification for Advisor 1, 2, and 3. These are not robust enough and will need to work with HRS to revise these.
- Beginning advisors would start at a certain level, as they move up, to give them raises in accordance with their experience. Concern: Departments may not have the funds to do this.
- Need to have a structure in place to address student's number one complaint regarding their advisor changing all the time.
- Salary discrepancies are also a concern.
- Erica Austin suggested if advisors want to feel valued, they need to demonstrate how. She said an assessment on this would help strengthen the ladder criteria.
- Assessing advising could be done on campus level by college and institution level and be able to use for grant writing and support purposes.

##### c. NACADA Consultant

- We last discussed having a NACADA level consultant come to do an assessment of WSU advising.

- They have a great system where we are able to tell them our concerns and where we would like them to focus.
    - We need to be specific about what we want them to look at.
    - We need to provide documentation for them.
  - They give us a list of people who are in the area and we are able to determine which ones would come.
  - If decided to have a consultant, they could provide feedback and help us move along the path.
    - We would know what we have,
    - Where we want to go, and
    - The feasibility of it.
  - We could make a good case for this as part of the Year of the Advisor.
  - Having the President's support and a consultant who has experience with branch campuses would be beneficial.
  - Vancouver suggested to have Jennifer Joclin as a consultant. She can cover the use of technology, work load, and training.
  - Having a system wide training program would be helpful and could connect it to the top 25 our President sent out.
  - Having someone come in this fall would be premature. Spring semester would be a good time as we would have the summer to look over the report then move into the following year to plan.
  - Two volunteers were suggested to work on request. Susan will reach out via email and talk to ACG about it. One volunteer from ACG will be asked to be on it.
- d. Other discussion
- How Year of Advisor could be marketed or pushed out was discussed.
  - When students are asked who their advisor is, their response is their advisor is all over the place and not necessarily their academic advisor.
  - Should we change the document to academic advisor to be clearer?
  - What is the Provost's intended advisor in this document?
  - Susan will make an inquiry to him to see what he wants to do.

Meeting adjourned at 2:22 p.m.

**University Academic Advising Executive Committee  
Meeting Minutes  
Meeting Date: 8/16/16**

**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	Yes
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	No
Meiers, Mysti	Academic Coordinator/Advisor	WSU Tri-cities	Yes
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
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	Yes
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
Yocum, Darren M	Executive Director	Enterprise Systems	Yes
<b><u>Guests</u></b>			
Erica Austin	Vice Provost Academic Affairs	Provost Office	Yes

**MEETING LOCATION**

Meeting Location: CUE 512

AMS: Tri-cities  
Vancouver