

Advising Consultant Group
November 13, 2017 Minutes
CUE 512

1. Fall Advising Forum Strategic Plan discussion
 - a. Narrow to 2-3 action items for each Goal
 - Items below are from Forum Suggestions and are highlighted as points of discussion/interest:
 - Goal 1
 - * Increasing communication between departments including Athletics.
 - * Information sent to Dean and Associate Deans not necessarily passed on to advisors.
 - * Evaluation and Assessment.
 - * Clarification of UAAEC and ACG and their roles. More transparency and communication from these committees.
 - * Decrease Summer ALIVE Sessions. There is frustration for those advisors who have very few students compared to those who see 30. Cross training would be a plus.
 - * Degree Audits are hard to read without the prior green and red designations. Suggested to run a batch for the PDF version that shows the red.
 - Goal 2
 - * Advising load—frustration regarding the need for more advisors and doing less administrative work.
 - * Advising not valued as a student success tool. Have training session for the Deans, Associate Deans, and Chairs on how advisors work with student and what they actually do.
 - * Mandatory advising – not seeing students is anti-student centered. The opposite may be true: seeing every student might be “anti-student” as it doesn’t value the student as an adult.
 - Goal 3
 - * Have a History 105 visit about advising regarding what, why and how.
 - * Technology boot camp for advisors.
 - * Consistency in using blackboard, SSC Campus, Notes – have a central management system.
 - * Accurate Advisement Report – who the correct person to contact.
 - * Getting all advisors on the same page (what does that mean?).
 - * Advising sheets for advisors --- The Registrar’s Office strongly discourages use of advising sheets as not all majors update theirs on a consistent basis.
 - b. Determine implementation each action item (who, when, how)
 - The committee was tasked to pick top two or three action items that are doable.
 - The committee will determine what to focus on and then develop steps to accomplish action items.
 - Sub-committees for each item was briefly discussed.

2. 2017-2018 projects

a. 411 site completion (update from committee)

- The committee will be meeting with someone to assist them in setting it up.
- Progress has been made with the framework setup and sample information.
- Jeremy did a demonstration of the site and the information built so far.

b. Mapping Core Responsibilities for Evaluation (update from committee)

- The committee will work with Sara Ackerson regarding the training plan and develop questions for a student satisfaction evaluation.
- Maybe there could be some incentives to get a good response rate from students.
- Questions could include:
 - how often communications come from advisors, what types and how often,
 - communication using academic technology and what needs more training with,
 - and use some questions from the Advisor Core Responsibilities.
- Once questions are developed the ACG membership will review them.
- Advisor annual reviews are being developed at the same time.
- Department chairs not familiar with what advisors do and may need to send the Core Responsibilities document to them.
- Also a communication to educate the supervisors.
- Expected time frame would be spring for student satisfaction survey.
- Interesting to find out what advising looks like 10 years later after the last student survey in 2008.

3. Comments/Concerns/Issues from colleges or departments or advising units

a. Discussion of Rule 55 (midterm grades...) Chanelle

- Faculty member said “Midterm grades not being recorded for the 300 and 400 level courses.” –Not true
- Students need the information to determine where they are academically in their majors and for certification.
- Other colleges struggle with the same issues.
- Susan will send Erica Austin a note regarding the impact of SSC when no midterm grades are recorded especially if the campus system is expected to use SSC.

Suzanne reported the School of the Environment is changing all their prefixes this spring and UNIV 302 prefix is now WRIT. She will send out notifications to the advising listserv when these sorts of changes occur.

Meeting adjourned at 1:15 pm

Advising Consultant Group
Meeting Date: 11-13-17

ATTENDANCE

| NAME | TITLE | ORGANIZATION | PRESENT |
|-----------------------|------------------------------------|-----------------------------------|----------------|
| <u>Members</u> | | | |
| Acuna-Luna, Ray | Academic Advisor | Access, Equity & Achievement | No |
| Alexander, Kate | Admissions & Advising Coordinator | Honors College | No |
| Arnold, Donna | Associate Director | Multicultural Student Services | No |
| Casavant, Colette | Academic Coordinator | CAHNRS | Yes |
| Chow, Anna | Assistant Director/Academic Coord. | Liberal Arts General Studies | Yes |
| Denman, Chanelle | Academic Coordinator | Carson College of Business | Yes |
| Erwin, Heather | Assistant Athletic Director | Athletics | No |
| Gizerian, Samantha | Clinical Assistant Professor | Integrative Physiology & Neuro | Yes |
| Goe, Brittany | Academic Coordinator | WSU Tri-Cities | No |
| Hammond, Angela | Director Student Services | College of Education | Yes |
| Kincaid, Christi | Student Services Supervisor | WSU Online Admin | No |
| Lambeth, Suzanne | Assistant Registrar | Registrar Office | Yes |
| Lessmann, Jeremy | Clinical Assistant Professor | Chemistry | Yes |
| Lora, Mariella | Student Services Coordinator | WSU Tri-Cities | Yes |
| McMahon, Colleen | | ASWSU | No |
| Morgan, Amanda | Director | New Student Programs | No |
| Oakley, Christine | Director Global Learning | International Programs | No |
| Poch, Susan | Assistant Vice Provost | Office Undergraduate Education | Yes |
| Ramsing, Allison | Academic Coordinator | WSU Vancouver | Yes |
| Ryan, Ruth | Associate Director | Academic Success & Career Center | Yes |
| Schertenleib, Kasey | Academic Coordinator Senior | College of Engineering | Yes |
| Tibbals, LeeAnn | Academic Coordinator | Health Professions Student Center | Yes |
| Vik, Tami | Academic Coordinator | Communications | Yes |
| <u>Guests</u> | | | |
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MEETING LOCATION

Meeting Location: CUE 512