

**Advising Consultant Group  
March 21, 2016 Minutes  
CUE 512**

1. Minutes, Posted to website
2. Committee Updates
  - a. Assessment of Advising Workloads Committee
    - i. Report of findings
      - Official report was given to UAAEC and recently sent to Erica Austin.
      - The thirteen page document was difficult for some members to read – a suggestion was to go through, find themes in the qualitative data, and put them together for more of a summary.
      - Having a one page executive summary of data would be helpful.
    - b. Advising Issues
      - i. Survey Discussion
        - Becca Prescott got a group together to develop the survey form related to advising issues.
        - The survey has been sent out on the advising listserv for responses.
        - Some issues suggestions:
          - Undergrads taking graduate level courses and getting credit for them. Suzanne Lambeth has taken care of this.
          - Timing of holds are placed on students.
          - Adding check boxes so advisors know which students they have met with and lifted advising holds.
        - The issues sub-committee will send report and recommendations to this committee and to UAAEC.
        - Asked about putting a Frequently Asked Question page for advisors on the [advising.wsu.edu](http://advising.wsu.edu). Will ask Jeremy Lessman about this.
        - One member said there was No central place to have conversations on-line or where new advisors can ask questions.
        - Advisor training: more consistent centralized advising training and some training done via on-line modules where advisors can refer back to them.
        - Another suggestion was to create a Tips and Tricks page to augment training.
        - More efficient with list-serve deliveries of information
      - ii. Forwarding to UAAEC
        - Once the spreadsheet of concerns and recommendations is completed, a letter will be sent to Susan to take to UAAEC.
  - b. Forum Planning
    - i. Discussion topic: Forum date, topic, and collaboration
      - Handed out WSU Advising: Central Professional Development funding that came out of UAAEC.
      - The total requested amount of \$7,000 is not enough to cover all costs. Additional funds could support advisors attending the UI Advising Forum.

- Consensus of committee was past forums have been very technical heavy so more professional advising training was suggested for this forum as well as combining the Forum with Best of Region.
- Best of Region speaker is Ryan Schenkle from Texas Tech and ACADA will help with funding to bring him here.
- Best of Region theme is Star Wars and afternoon theme is Reaching for the Stars.
- Won't be enough time for round table sessions but suggested to have speed tables with multiple topics to facilitate conversations. Speed tables known as Starbursts with a thirteen minute duration for discussions.
- Possible closing piece with the new WSU President if possible.
- Wednesday, May 18th, will be for the spring forum.
- Planning for fall forum is in the works for September 23rd.
- Discussion of what we want future Forum role to be for advising; professional development or training on topics that are new and relevant
- Planning well into the future in order to reserve dates that work well with schedules.

## 2. New discussion topics

### a. Advising Recommendations to Co-Provost Austin

- Recapped UAAEC's memo to Co-Provost.
- It has been reiterated that Advising holds are not going away.
- De-coupling advising from registration was discussed.
  - Those required to meet with advisors with less than 30 credits:
    - a. First-year freshman,
    - b. Transfer students until 30 WSU credits
    - c. Academic deficient and reinstated students.
  - Students with 30 to 90 credits won't need to see advisor specifically for course registration but will have advising hold for the semester.
  - These holds will allow students to check in with advisors for other issues besides registering for classes.
  - If students not seeing their advisor in a semester will have a registration hold for following semester preventing class registration.
- Details have not been worked out regarding implementation.
- Ability for advisors to do a trial run with certain students fall semester, if they choose to.
- There may need to be a new hold created: one for advising and one for registration
- Provost will send official support of these initiatives in the next day or two. Once this occurs, UAAEC will develop work groups and send out email on advising listserv asking for volunteers. Committee members are encouraged to take part.
- If a student has two advisors, primary advisor will release both holds.
- No timeline at this time when implementation will take place.
- Directive for de-coupling of advising from registration comes from the Provost.
- The directive hoped that equitable advising practices could come from the group/survey, with a focus on retaining at-risk students.

## 2. Other updates? -- Tabled

Meeting adjourned at 1:35 p.m.

**Advising Consultant Group  
Meeting Date: 3-21-16**

**ATTENDANCE**

| <b>NAME</b>           | <b>TITLE</b>                           | <b>ORGANIZATION</b>               | <b>PRESENT</b> |
|-----------------------|--|-----------------------------------|----------------|
| <b><u>Members</u></b> |  |                                   |                |
| Acuna-Luna, Ray       | Academic Advisor                       | Access, Equity & Achievement      | Yes            |
| Arnold, Donna         | Associate Director                     | Multicultural Student Services    | No             |
| Barajas, Jaime        | CAMP Director                          | College Assistance Migrant Prog   | No             |
| Cassleman, Jessica    | Assistant Dean                         | Honors College                    | Yes            |
| Castrellon, Tammy     | Student Service Coordinator            | WSU Tri-Cities                    | No             |
| Comstock, Megan       | Academic Coordinator                   | Carson College of Business        | Yes            |
| Crawford, Cristie     | Academic Coordinator                   | CAHNRS                            | Yes            |
| Gizerian, Samantha    | Clinical Assistant Professor           | Integrative Physiology & Neuro    | Yes            |
| Gutierrez, Kristy     | Academic Coordinator                   | WSU Vancouver                     | No             |
| Hammond, Angela       | Director Student Services              | College of Education              | Yes            |
| Hathaway, Thaddeus    | Assistant Director Student Athlete Dev | Athletics                         | Yes            |
| Horton, Marian        | Academic Coordinator                   | Health Professions Student Center | Yes            |
| Kincaid, Christina    | Student Services Supervisor            | WSU Online Admin                  | Yes            |
| Lambeth, Suzanne      | Assistant Registrar                    | Registrar                         | No             |
| Laughter, Lisa        | Academic Coordinator                   | Program in Communication          | Yes            |
| Lessmann, Jeremy      | Clinical Assistant Professor           | Chemistry                         | Yes            |
| McAteer, Kathleen     | Assistant Vice Chancellor              | WSU Tri-cities                    | No             |
| Meiers, Mysti         | Senior Academic Advisor                | WSU Tri-cities                    | No             |
| Morgan, Amanda        | Director                               | New Student Programs              | Yes            |
| Oakley, Christine     | Director Global Learning               | International Programs            | No             |
| Poch, Susan           | Assistant Vice Provost                 | Office Undergraduate Education    | Yes            |
| Ryan, Ruth            | Associate Director                     | Academic Success & Career Center  | Yes            |
| Schertenleib, Kasey   | Academic Coordinator Senior            | College of Engineering            | Yes            |
| Stout, Sara           | Director of Student Services           | Program in Communication          | No             |
|                       |  |                                   |                |
| Whitacre, Thomas      | Clinical Assistant Professor           | Liberal Arts General Studies      | Yes            |
|                       |  |                                   |                |
| <b><u>Guests</u></b>  |  |                                   |                |
|                       |  |                                   |                |
|                       |  |                                   |                |

**MEETING LOCATION**

Meeting Location: CUE 512