

**Advising Consultant Group  
May 16, 2016 Minutes  
CUE 512**

1. Minutes, posted to the website
2. What-If reports for admitted students
  - Waylon Safranski, Transfer Clearinghouse has been working with ES to see if there is a way admitted students can go in and see how their transfer work will apply for a specific degree. It can now happen.
  - Should have training for students already admitted to go into their student center to see how their transfer works goes toward degree. Instructions are found at [transfercredit.wsu.edu](http://transfercredit.wsu.edu).
  - What-if reports are not particularly student friendly but will be helpful if connected with someone who can assist with that.
  - College of Sciences was assured their requirements such as the Foreign Language will show.
  - Waylon has had a trial testing with a group of students to see what kinks need to be worked out.
  - Where can a list of registered students be found?
    - New Student Program SharePoint sight.
    - Student Dataware House.
  - Admitted students will have access to myWSU and if problems arise they can contact TCH.
3. Advising changes discussion
  - a. UAAEC workgroups, timeline
    - The committee has been meeting every two weeks.
    - The coming changes are endorsed by Erica Austin who felt strongly about advising and wanted to see a more robust with a mandatory advisor training and on-going continuing education-type of training.
    - UAAEC groups are working on the training content and how it will be assessed.
    - De-coupling advising and registration:
      - All students will still be assigned an advisor.
      - Transfer and first year students will have mandatory advising until they have 30 credit hours in residence at WSU as they need more attention.
      - Students who have 30 to 90 credit hours will not be required to see an advisor to register for classes as they are self-sufficient but they will need to have the tools.
      - They will be encouraged to see their advisor should they have questions.
      - Purpose is to even out the advisor workload as Interim President Bernardo, Erica, and Charlie Nutt have said. They want the focus to be on equitable advising not equal advising.
      - One of the ways we can do this is through advisor training with advisor and student learning outcomes. These can be packaged together to let us know where we want to start.

- Advising duties: the Core duties has a tightly structured list of what advisors should be doing. A copy of advisor training and advising assessment can be provided to whoever is doing their annual review.

b. Pilot project

- Samantha Gizerian and Sara Stout are working on decoupling portion.
- Sara has talked to several folks.
- They will meet tomorrow to work out kinks of what we need to know how do we want to structure this.
- Areas who will participate in the pilot project is: Communication, Neuroscience, some of the majors within Business, Chemistry and General Studies. Morann Johnson said possibly Electrical and Computer Science in Engineering is tentatively interested and they could contact Josh Whiting as he has some additional questions.
- Pilot program will begin in fall and maybe through spring as well. This will give opportunity to get preliminary data by finding out what students say and how they work with their advisor.
- If any of the group wants to do it on their own, the committee would like to know what you're doing and what is working.
- Some advisors are doing this informally via email with the four year plan.
- One of the things to be discussed at Samantha and Sara's meeting is:
  - what percentage of students get registered at their registration date,
  - are on track to graduation, and
  - how many students come in for advising any way.
- Psychology is doing something different with advising and it will be interesting to see how they are doing.
- One question came up: what about our peer institutions and how they do without advising or doing similar to what we will?
- A lot more emphasis is needed of teaching students to use the tools, myWSU, Blackboard, My Academic Planner.
- Newly developed My Academic Planner has the same four year plan that is in the catalog and will be interactive.
- It will be linked to a student's requirement there will be a process to update as requirements change.
- The planner will be ready in spring 2017 for those registering for and entering fall 2017.
- My Academic Planner will be part of advisor training and how to help students read and use the report.
- There are three committees advisors can sign up for by contacting the UAAEC liaison:
  - Planning the Training– Jon Walter
  - Delivery of the Training – Terese King
  - Assessment of the Training – Samantha Gizerian
- Advisors can send an email to these contacts and the lists go before UAAEC. It is desirable to have a diverse committee but not too big to be a detriment for accomplishing the goals.
- Suggestion: Kristy Gutierrez would like to see included in the advisor training using the Blackboard Advising Course. This course was activated in October with student

orientation on Blackboard. New students go through this before they meet their advisors. This has cut down on appointment times.

- Concern: How does this interface with ACADA's levels 1, 2 and 3.
  - The core training is different than ACADA's as it is a specialized track depending upon what your job requirement is.
  - There are ACADA members on UAAEC and the training will be inclusive and collaborative as possible.

#### 4. Committee Updates

##### a. Advising Issues

- There are new issues but not enough information to bring to the group as there are more questions to be answered.
- Undergraduates taking 500 level courses, the courses are not pulling into the Advisement Report.
- Took the issue to the Graduate School and they will let Graduations know and an exception toward other credits will be entered. A notification will go out and be put into the advising notes.
- Jeremy will work on getting status updates onto the website.
- Math Placement: Amanda Morgan reported postcards are being addressed to both students and their parents listing a checklist of things students should be doing before coming to ALIVE! Other departments are sending out letters for those students who will be impacted by not taking the math exam.
- No report from the Newsletter or Communication committees.
- Suggested to put out an end-of-the-year Newsletter to let all know what is happening.

#### 2. Other—membership changes

- NACADA Summer Institute still has plenty of room this summer in both Reno and North Folk, Virginia.
- Strongly encouraged to take this opportunity to send a group to take advantage of hammering out what we are trying to do.
- Let Susan know if going and the group can figure out ways to go as there is no funding.
- Tom Whitacre is retiring July 1st and recognized for all his contributions to the committee.
- Anna Chow will join the group as his replacement.
- Jessica Cassleman will be going to the College of Business as the Assistant Director of International Business. With her new role it may preclude her from the committee. We'll wait to hear from her or from Honors.
- Paulette House will join the group as Megan Comstock has stepped down.
- Paulette comes from the University of Idaho and is the Assistant Director in the Carson Center focusing on academic advising and recruitment.
- Introductions were made to Paulette.
- There are 131 signed up for the Star Wars ACADA Spring Advising Forum.
- As of May 16th, 2700 degrees have been granted.

Meeting adjourned at 1:08 p.m.

**Advising Consultant Group  
Meeting Date: May 16, 2016**

**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	No
Castrellon, Tammy	Student Service Coordinator	WSU Tri-Cities	No
Comstock, Megan	Academic Coordinator	Carson College of Business	No
Crawford, Cristie	Academic Coordinator	CAHNRS	No
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
Gutierrez, Kristy	Academic Coordinator	WSU Vancouver	Yes
Hammond, Angela	Director Student Services	College of Education	No
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	No
Lambeth, Suzanne	Assistant Registrar	Registrar	Yes
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	Yes
Morgan, Amanda	Director	New Student Programs	Yes
Oakley, Christine	Director Global Learning	International Programs	Yes
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	No
Stout, Sara	Director of Student Services	Program in Communication	No
Tong, Gloria	Director Enrollment Management	Carson College of Business	No
Whitacre, Thomas	Clinical Assistant Professor	Liberal Arts General Studies	Yes
Whiting, Brooke	Academic Coordinator	Human Development	No
<b><u>Guests</u></b>			
Anna Chow	Assistant Director/Acad Coordinator	College of Sciences	Yes
Paulette House	Assistant Director	Carson College of Business	Yes
Morann Johnson	Academic Coordinator	College of Engineering	Yes

**MEETING LOCATION**

Meeting Location: CUE 512  
Phone Bridge: 509-335-4700, ID 4412