

ADVISING CONSULTANT GROUP
July 26, 2017, MINUTES
CUE 512

1. Purpose and Goals of Advising Consultant Group

a. Potential Sub-Committees

- Overview of the function of the Advising Consultant Group.
- ACG is comprised of new members and seasoned members who bring to the committee any advisor issues for discussion.
- ACG reports to the University Academic Advising Executive Council.
- In September, Susan will send out a letter to the Associate Deans and supervisors to invite them to renew or appoint a new representative.
- Chris, Amanda, Ruth and Karla was the sub-committee to develop the Organizational Chart to show the hierarchy of the committee.
- Two subcommittees last fall were the Advising 411 and Advising Issues.
 - Advising issues provided advisors the opportunity to report issues. They filled out the form located on the Advising website, the subcommittee would review, present it before ACG, report to UAAEC if needed resolved at that level or higher.
 - Advising 411 is a database of information that doesn't live on the website. Jeremy, Marian, Angie, and Chris will get together shortly to renew the database.
- Start fresh this fall to promote advising and be more effective by dividing into subcommittees.
- WSU has launched new resources, policy, and procedures for accessibility to include websites. Suggested OUE should be the owner of the Advising website. Susan will check on this.

2. Provost's Academic Advising Initiatives

The Provost has twelve initiatives for summer and fall to be completed. Most of these initiatives have already been started.

- 1(a) Erica Austin invited the advising community to see a demonstration of the mobile app GUIDE. The gives students access where they are and steps as they go along. It will also give them nudges to complete tasks. The app was rolled out to the first two ALIVE sessions and will be available to all students during Week of Welcome. SSC Campus appointment scheduling button will be integrated within GUIDE and is being piloted now.
- (b) Michael Heim is the point of contact for SSC Campus campaigns. Next Friday is the deadline to update success markers – those courses or activities that are key for student success and are in the student's app. If the student hasn't made the marker, a conversation with their advisor takes place.
- (c) There needs to be more adoption for use of SSC Campus and other advising tools, per the Provost's initiative. More advertising to get the word out regarding this.

- 2(a) ASCC will be hiring the Training Coordinator position. It is half time training coordinator and half time advisor position. The position is just about ready to be posted.
- (b) The plan to roll out the equitable advising pilot to the entire university for this fall has been delayed. There wasn't an adequate amount from all majors to effectively evaluate the program. After this year, the goal is to have all students between 30 and 90 credits register without a required advisor meeting, per the Provost's initiatives.
- (c) Several have been working with Human Resources on the promotion structure for advisors. HR gave good suggestions and legal paths as well as precedence already set. This will roll out sometime this fall.
- (d) A small group in UAAEC have been working on service indicators. Service indicators have been put on at random times, from different areas, and by several people. Do they really need to stop registration or is there another solution without hurting enrollment? At present there is no policy of when resolved indicators are purged. The group has setup guidelines and want to test two or three offices who have placed holds to see what they are doing as compared to the draft guidelines.
- (e) The forum committee is currently putting together a document proposal to fund all training and forums. The document will be used to ask every college, Provost, and athletics to put a line item in their budget for \$1,500 each year.
- 3(a) During the fall forum, there will be an opportunity to review the Strategic Plan goals set in 2014. Some goals have already been achieved and we need to decide what we want to do now.
- (b) The core advising and learning outcomes have been developed and refined as part of Year of Advisor. We'll have a template to share for annual reviews and this gives a fine opportunity to educate ourselves about our role on retention.
- (c) With the new training coordinator hire, we'll have a person who can provide a comprehensive plan for advisor training. They'll be able to map out a year of advisor training and how that looks like.

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

Jeremy went to the workshop put on by the Transfer Institute with Susan, Mary Wack, Fran Hermanson as well as a representative from Tri-Cities and Vancouver. They met with other four year institutions and community colleges to discuss transferring and retention of transfer students. One main concern was the need to communicate and ways to collaborate with faculty and advisors at community colleges. Maybe this group can initiate the conversation.

- Samantha suggested bringing in community college counselors similar to what Engineering has been doing for several years.
- At the LSAMP Event, have a lunch for advisors to meet with Community College advisors and faculty. The purpose is to discuss how best to prepare students for transfer to WSU.
- Have advisor to advisor meeting; they know the curriculum and language both are speaking for Community College recruitment and getting the students through in a timely manner.

4. Fall Advising Forum: Reminder

- a. October 5, 2017

- b. 7:30 a.m.-1:00 p.m.
- c. *Envision the Student Experience*

5. Other

The advisors took the EAB Student Success Collaborative Advising Program Diagnostic. This is an assessment of advising. The committee thought the Six Areas of Evaluation information on the front page was a better representative of good information and the questions on the back page seemed more confrontational. During the Advising Forum, there is an opportunity to get feedback. For advisors not attending the forum send out on the advising listserv for their feedback as well. Will talk about this in UAAEC.

Meeting adjourned at 1:27 p.m.

Advising Consultant Group
Meeting Date: 7/26/17

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Members</u>			
Acuna-Luna, Ray	Academic Advisor	Student Support Services/Camp/McNair	Yes
Alexander, Katie	Admissions & Advising Coordinator	Honors College	Yes
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
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
Gutierrez, Kristy	Academic Coordinator	WSU Vancouver	No
Hammond, Angie	Director Student Services	College of Education	Yes
Hathaway, Thaddeus	Assistant Director Student Athlete Dev	Athletics	No
Horton, Marian	Academic Coordinator	Health Professions Student Center	Yes
Kincaid, Chrisi	Student Services Supervisor	WSU Online Admin	Yes
	Academic Coordinator	Program in Communication	No
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Lora, Mariella	Academic Advisor	WSU Tri-Cities	Yes
McMahon, Colleen		ASWSU	No
Meiers, Mysti	Senior Academic Advisor	WSU Tri-Cities	No
Morgan, Amanda	Director	New Student Programs	No
Oakley, Chris	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
<u>Guests</u>			
Theresa Bolden	Academic Advisor	Athletics	Yes

MEETING LOCATION

Meeting Location: CUE 512