

**Advising Consultant Group
September 11, 2017 Minutes
Lighty 405**

1. Review of Summer meeting
 - a. Purpose and Goals of Advising Consultant Group
 - Handout of Purpose and Goals of ACG
 - The committee gathers and disseminates information to the advising group. The committee forwards recommendations or policy change to the University Academic Advising Executive Council. UAAEC can then put forth policy recommendations to the Provost.
 - b. Representative letters
 - Letters went out to Associate Deans for renewing or appointing new ACG representatives
 - New members are:
 - ❖ Heather Erwin, Athletics
 - ❖ LeeAnn Tibbals, Nursing
 - ❖ Tami Vik, Communications
 - c. Advisor reporting lines
 - Two or three years ago a committee led by Chris Oakley created them.
 - In terms of reporting lines, it is a representation of the academic advising structure at WSU.
2. To be accomplished 2017-2018
 - a. 411 site completion
 - The site is a repository for documents and information. It is a way to access information without relying on saved email. Student Financial Aid is one example that has a site.
 - Ruth Ryan and Collette Casavant will join the committee consisting of Angie Hammond, Jeremy Lessman, Samantha Gizerian, Chris Kincaid and Chris Oakley.
 - b. Provost's Academic Advising Initiatives
 - Provost has twelve initiatives and advising is one of the twelve.
 - Introduction and adoption of advisor-facing tools
 - ❖ Beginning of the fall semester GUIDE was introduced to students. It gives nudges to students regarding important timelines, a prompt to meet with their advisor, etc. Not as successful, in terms of student adoption as originally hoped for. Many students attending Fall ALIVE and the first two groups of Summer ALIVE have signed up.
 - ❖ SSC Campus campaigns. Michael Heim is the person who can help advisors to prepare their campaigns.

- ❖ Blackboard is another tool advisors can be using and doing similar things so students who change majors can go to the same place as they use to and get consistent information.
- ❖ There is a lot of technology built and not 100 percent of advisors have adopted these tools.
- ❖ Should annual evaluations have questions of advisors promoting GUIDE, SSC, and updating Blackboard? Opportunity for conversation?
- Full Implementation of UAAEC recommendations
 - ❖ Academic Advisor Training Coordinator search just closed and the Search Committee is looking at applications. The successful candidate will build a comprehensive plan for training on an annual basis for all advisors, including faculty. This person may not do all training. The current 101, 102, and 103 trainings will be incorporated into the comprehensive plan.
 - ❖ Equitable advising pilot will continue for the next two semesters. The Provost was eager to start this fall but we wanted one more year to pilot.
 - Student criteria to be in the pilot program: 2.0 or higher GPA, satisfactory academic progress per Student Financial Aid, and have completed 30 credits at WSU.
 - Data indicates both semesters show a significant improvement in academic progress and fewer deficient students than other areas.
 - Spot checks by cohort advisors show students are on track, enrolling in the right classes, and enrolled full time.
 - To move forward, need to automate the process to be able to assign students to cohort and update the information automatically. Right now it is being done manually. Gary Saunders has processes in place and will test it spring semester.
 - ❖ Partnering with ASWSU for a series of short films covering a list of 20 tasks that students need to be self-sufficient. Students watch the videos and take a short quiz. Once a student completes their milestones, they can move into their cohort. Videos expected to be completely launched at the end of spring semester.
 - ❖ Service Indicators – there are several negative and positive indicators put on student accounts at random times. A committee of UAAEC members developed criteria for new indicators concerning how many students affected by it and how to take it off.
 - Tested with ROTC – wanted to put registration hold for cadets who didn't turn in their uniforms. Not a good academic use. Successful in helping ROTC find an alternative.
 - ❖ Proposal to fund advising training – Under consideration by the Provost in asking for each college to fund \$1,500 each year.
 - ❖ Refreshing Advising Strategic Plan –think about three goals, completed accomplishments, and what ACG wants to do next. Refresh will be a part of the Fall Advising Forum. There will be an invitation to the Forum and

survey link so advisors can relay what they want to see on strategic plan. If there is a trend, work can begin on them.

- c. Mapping Core Responsibilities
 - Core responsibilities were a compilation of the Work Load (2015) survey sent to advisors on what they actually do and the list of advisor responsibilities in the WSU Catalog.
 - A committee is needed to develop an annual review so there is a consistent assessment piece for advising, and to identify areas where advisors need training, and how we envision that.
 - Committee members: Anna Chow, Samantha Gizerian, Collette Casavant, and Katie Alexander.
 - Target date to be done: end of fall to UAAEC.
3. Comments/Concerns/Issues from colleges or departments or advising units
 - Issues committee had not met this summer since nothing has come forward. It remains an important resource and should remain. The committee will meet as needed.
 - Foreign Languages chair had issues this fall with enrollment and placing students in the right courses. Native speakers and others who should not have been enrolled filled the 101 courses. Foreign Language chair's goal is to make foreign language placement similar to the math placement.
 - In the past Suzanne ran queries to find out where departments are doing their exceptions and running the exceptions automatically. Business has been a successful test area. If you want to have access to the query, contact Suzanne.
 - The Provost mentioning the advisors are responsible for retention is coming across to advisors as not doing their job well. What advisors do every day from helping students go somewhere, helping our colleagues, to the janitor who turns on or off lights for committee meetings; this is helping with retention. Though meant as a compliment from the Provost, it is taken out of context and a change of wording might be helpful.
4. Important Dates:
 - a. Fall Advising Forum: Envision the Student Experience
 - i. October 5, 2017, 7:30 a.m. -1:00 p.m.
 - b. UI Advising Symposium
 - i. September 15, 2017

Meeting adjourned at 1:27 p.m.

Advising Consultant Group
Meeting Date: 9/11/17

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Members</u>			
Acuna-Luna, Ray	Academic Advisor	Access, Equity & Achievement	Yes
Alexander, Kate	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
Erwin, Heather	Assistant Athletic Director	Athletics	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
Hammond, Angela	Director Student Services	College of Education	Yes
Kincaid, Christi	Student Services Supervisor	WSU Online Admin	Yes
Lambeth, Suzanne	Assistant Registrar	Registrar Office	Yes
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Lora, Mariella	Student Services Coord/Advisor 2	WSU Tri-Cities	Yes
McMahon, Colleen		ASWSU	Yes
Meiers, Mysti	Senior Academic Advisor	WSU Tri-cities	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
Stout, Sara	Director of Student Services	Communications	Yes
<u>Guests</u>			

MEETING LOCATION

Meeting Location: Lighty 405