

**University Academic Advising Executive Committee**  
**3-25-16 Minutes**  
**CUE 512**

- Provost Austin will send out announcement discussing advising changes Monday or Tuesday.
- Recapped the ACG Meeting regarding advising changes, several people with suggestions and willingness to be part of work groups.
- Kyle Strachila, newly appointed ASWSU Vice President, joined the committee and introductions made.

Advising Training:

1. Can we deliver advisor training via Blackboard? What is the cost?
  - Student Financial Services worked with Global Campus to use Blackboard for their training.
  - Cost to implement was \$1,500 then \$200/year afterwards for space and maintenance depending upon needs.
  - Blackboard was favorable with ACG.
  - Vancouver and Tri-Cities were asked how they incorporated Blackboard:
    - Vancouver’s advisors are making up their own Blackboard sites
    - Want to sync up with Pullman campus.
    - Tri-Cities wants to be seamless with all campuses.
  - Need workgroup to flesh out Advising Learning Outcomes – Kate McAteer mentioned Mysti Meiers would be interested.
2. What sort of in-person training should also be available/required?
  - Jon Walter does Introductory Advising Training and explained how it worked.
    - Requests for training on ASCC website. Trainings set up.
    - 6 hours for total training done on multiple days.
      - Advising 101-Nuts and bolts of navigation. -Graduation requirements. -Rules for repeats, deficiency, evaluations, etc.
      - Advising 102-review NACADA, WSU ACADA. Covers development theory, non-traditional students, students who are at risk, etc.
      - Advising 103-my.WSU, navigating, academics tab, requirements tab, OBIEE advising dashboard, and blackboard.
    - No proof of my.WSU permissions are required to attend other than FERPA training.
  - Jeremy Lessmann’s College of Arts and Sciences have monthly staff meetings that includes a training hour:
    - Advisor from a different area talks about their specific area.
    - College specific training gives refresher topics and new continuing education.
    - Cross training in different areas and involves some shadowing.
3. Should we use future Advising Forums as a training opportunity?
4. General training for the masses (online and f2f); college info f2f?
  - Brainstorm session

- Training tracks envisioned at different levels depending upon the role, i.e. professional, secondary, interested faculty members, front desk personnel, and administrative support person.
  - ASWSU and Student Leadership would like to know where to send students for answers.
  - Envisioned: foundational training with a broad applicability.
  - Tracks need to be interchangeable so everyone receives the same training and accommodate the other campuses.
  - Need to get Administrators involved as well.
  - Senior advisors to have drop-in training times for other advisors to drop in to discuss and learn tricks and trades.
  - Shadow advising with more than one advisor – make this part of the training module.
  - Need to have advisors on all campuses involved in the development of these modules.
  - Have short test at end – get answer wrong, the system takes you to correct one.
  - Workgroup to develop topics.
5. What sort of assessment should there be (for the training? For advisors after the training?)
- Advising Mission Goals and Student Outcomes were developed at the 2007-08 NACADA Winter Institutes.
  - Most of work has been done and the existing draft could be revised to align with the new mission along with a way to assess learning outcomes for academic advising.
  - Could the assessment document be the start of developing training topics?
  - Needs workgroup to flush the goals out with assessment.
6. Topics? Series that builds on itself?
- Student lifecycle – pieces coordinate with foundational, more advanced, students in crisis, career transition, and ready for graduation.
  - Confusion regarding majors, second majors, double majors, minors, and certificates.

#### Decoupling:

7. Do we need an additional hold for the decoupling process? (advising hold and registration hold)
- Discussed two different holds: a registration hold apart from advising hold.
  - Every student will still have a hold placed at beginning of semester. If student doesn't see advisor during the semester an additional registration hold will be placed.
  - Discussed having just an advising positive service indicator that would allow student to come in at any time during a semester. If doesn't get turned off during semester it would convert to a registration hold.
  - Possibility of advisor adding a positive indicator showing has met requirements.
  - Students seem to be more likely to see advisor if some sort of note saying “see your advisor”.
  - How do we effectively build a culture with students that will go see advisor without having to use a hold?
  - Honors-holds only on deficient students, notice goes out to students to come see advisors.
  - Work with consistent message at the start – ALIVE would be a good start.

8. Can we identify current student populations with whom we can pilot decoupling? (higher gpa? Specific majors?)
  - Could use two advising areas on campus as a pilot before implementing it.
  - Advisors may do so during the upcoming fall semester for students over 30 credits if they chose to.
  - Business, Communications, and Psych already had redesigned how they are advising students.
  - Establish commonalities between the three different areas and develop criteria for advisors who want to use it with their own students.
  
9. Can we develop an assessment of how this works? What would that look like?

Once we have workgroups and timelines established:

1. How do we invite people to participate? What message should we put out?
  - Mobile notification.
  - Text messaging when it comes online.
  
2. How big do we want each workgroup? TBD
  
3. Should we establish a steering committee so that there is oversight for the project?
  - UAAEC would be the committee that spearheads this.
  - ACG could form work groups and report back for accountability.
  
4. Establish a “411” site for information on process?
  - Brainstorming different ways to get information out to advisors without cluttering in-boxes.
    - Have a place for an “Advising Wiki”.
    - Financial Aid has a 411 site they have been using for the last two years. There are 3 or 4 people who monitor it.
    - Things get updated, new topics are logged in as they happen.
    - There is a Historical area as well for past items.

Meet every 2 weeks through the end of the semester

Adjourned at: 2:27 pm