

University Academic Advising Executive Council
Minutes
April 22, 2016

Nicholas Swaab is the new 2016 Associate Director of ASWSU University Affairs and will be joining the committee in fall. The members introduced themselves.

Talking Points for Advising Forum

1. What the changes are and why they are happening
 - a. Mandatory and ongoing advisor training; more robust and tailored
 - Advising 101, 102, and 103 are training areas to begin with.
 - Need to develop a shell of a plan on how to go about developing advisor training and incorporate with the training that is going on now.
 - Who is going to be ultimately responsible for the oversight of training?
 - Need to make a distinction between advisor professional development and advisor training.
 - ACG representatives from their respective colleges along with associate deans could be responsible for ensuring all who advise have completed training in their unit.
 - ACG representatives report to the full ACG Committee who then reports to UAAEC committee and ultimately to the provost.
 - ACADA would partner as the advisor professional development.
 - Developing a program for advisors wanting to be promoted to a leadership role or for those who want to enter the field of advising.
 - Committee agreed program for advisor training should come out of the Office of Undergraduate Education.
 - b. Decoupling registration from advising for students with 30-90 credits
 - i. Equitable advising for those students who need it more
 - ii. Spread out advisors' workload across the semester
2. Where we are now
 - a. Advising student learning outcomes is complete (so that we can focus the training)
 - Student learning outcomes have been updated
 - Committee was asked if additional information needed to be added or deleted.
 - Hardest piece is the method of assessment. Could be sending out annual survey to a number of students.
 - One area highlighted is making and keeping appointments. How to assess that? SSCampus has an online student appointment feature that is nearly ready to roll out as a pilot.
 - Advisors have been asking to have online scheduling to be consistent across the board. there will be be a link in my.WSU regarding scheduling appointments and to use the opt-in to receive text messages.
 - b. Common advisor duties (what all who advise should do; develop assessments)

- Jeremy Lessmann provided a partial list of the advising activities all advisors should be doing when they meet with students. With this in mind, less difficult to do the training.
- c. A pilot program created, advisors/depts. identified, criteria established
 - Two or three areas have been identified to do the pilot for the new advising area to include a mix of transfer and traditional transfer students.
- 2. Introduction of new assistance for students
 - a. My Academic Planner, 4-year plans in myWSU
 - b. Students can plan out each semester, and register from Planner
 - c. Ready Spring 2017 for use in registration for fall 2017
- 3. A pre-service training is under development (utilizing current training) and available soon
- 4. Workgroups identified and UAAEC lead for each one
 - a. Advisors can sign up by contacting UAAEC lead?
 - Advising forum is May 18th.
 - Be able to inform advisors more about decoupling and advisor training.
 - Need committee member to spearhead workgroups.
 - Advisors who are invested to do the work can email the UAAEC liaison for the particular area they are interested in.

Other conversations:

- Peer advisors could be utilized in each college. Leave that to each college/department
- Peer mentors are a good opportunity when going through the decoupling.
- ASWSU interested in running a peer advisor where all colleges are represented.
- Maybe have Kimberly Green attend a meeting regarding the assessment piece.
- Need to get Vancouver, Tri-Cities, and Everett included in the training piece.
- Largest part of the work will be during the fall semester – need to focus on the training.
- Work group committee:
 - o Jon Walter lead for Delivery of Training and Samantha Gizerian lead for Assessment of training.

Meeting adjourned at: 2:28 pm

**University Academic Advising Executive Committee
Meeting Minutes
Meeting Date:**

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Committee Members</u>			
Canty, June	Associate Vice Chancellor	Academic Affairs WSU Vancouver	Yes
Crawford, Cristie	Academic Coordinator	CAHNRS Academic Programs	No
Dixon, Brian	Assistant Vice President	Student Financial Services	No
Elstad, Catherine	Associate Dean	Honors College	No
Fisher, Valorie	Academic Coordinator	Animal Sciences	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
Hermanson, Fran	Executive Director	Institutional Research	No
Heyne, Dylan	Assistant Director, University Affairs	ASWSU	No
King, Terese	Director	ASCC	No
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Meiers, Mysti	Academic Coordinator/Advisor	WSU Tri-cities	No
McAteer', Kathleen	Assistant Vice Chancellor	WSU Tri-cities	No
Morgan, Amanda	Associate Director	New Student Programs	No
O'Donnell, Debbie	Director	Global Campus	No
Peterson, Wendy	Director	Admissions	No
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Pomerenk, Julia	University Registrar	Registrar	No
Schneider, John	Associate Dean	College of Engineering	Yes
Scourey, Joy	Senior Associate Director	Student Financial Services	Yes
Skinner, Matt	Chief Enterprise Systems Officer	Office of President	No
Stout, Sara	Director of Student Services	Program in Communication	No
Vandevord, Rebecca	Assoc. Dir & Dir E learning	Global Campus (Online)	No
Wack, Mary	Vice Provost for Undergrad Education	Office Undergraduate Education	No
Yocum, Darren M	Executive Director	Enterprise Systems	No
<u>Guests</u>			
Kyle Strachila	ASWSU Vice President	ASWSU	Yes
Nicholas Swaab	Associate Director of Student Affairs	ASWSU	Yes
Jon Walter	Associate Director	ASCC	Yes

MEETING LOCATION

Meeting Location: CUE 512

AMS: Tri-cities
Vancouver