

University Academic Advising Executive Council
Minutes
May 20, 2016

1. Discussion on revisions to advisor core responsibilities
 - Committee reviewed for editing the updated Core Advising Responsibilities document Jeremy Lessman and Susan Poch worked on.
 - “Teach students university tools that are relevant to academic decision making....” Is listed in points 3, 5, and 6. It was also noted it being in point 4 as well.
 - Suggested to change it to a more theoretical thinking and change it to match the categories in number 4.
 - “Communicate with advisees regularly on topics....” Is found in points 1, 2, and 6 – does this need to be in all three places? It is the same as a catch-all list used to differentiate.
 - “Support new student orientations...” is found in points 2, 3, and 5. It is also written the same in all three areas.
 - Susan and Jeremy will work on these discussion areas. If the committee sees anything in the meantime, please send it to the distribution list.

2. Strategic plan document review
 - The document was brought to the attention of the committee as some of the items listed are being done already.
 - The document was sent to the Advising Forum as information.
 - The committee is on track with:
 - Develop an Advising Forum that educates the campus community on issues related to student experience, communicates the roles and responsibilities of advisors, and identifies barriers that impede effective advising for student success across the university.
 - Develop a standard advisor transition process for students who change majors.
 - Revise advising training to include both faculty and staff undergraduate advisors.
 - Create a comprehensive, university wide assessment plan for academic advising. This has not been created as yet but is in the works.
 - The Advising Website for both UAAEC and ACG has been developed.

3. Timelines for training and pilot program
 - Sara Stout and Sam Gizerian have been meeting with others who are interested in the pilot program.
 - Programs are ready to start right now but want it to be two semesters.
 - Other programs are not too sure and would like to wait to see how the pilot does.
 - Interested programs beginning this fall:

- Neuroscience
 - Chemistry
 - Communication
 - Critical Culture, Gender, and Race Studies
 - In spring the pilot will be extended to General Studies.
 - Possibly Business and Electrical Engineering and Computer Science in the spring but they would like to continue to be part of the discussions taking place now.
- What to do if a student changes mid-academic year their major or interest and how to make that happen.
 - Samantha Gizerian will contact ESG to set up a meeting to discuss the hold issues. Need to include Julia Pomerenk, Richard Backus, and Matt Zimmerman.
 - Postbaccs was a question if they need registration or advising holds – will be discussed at next meeting.
 - Discussion regarding the structure of what everyone will be doing during the pilot program was discussed. Sara Stout will write up and report everything they do at this time forward.
 - Reinstatement students will be out of the cohort as students will need to be in good academic standing.
 - The Planning, Delivery, and Assessment Committees need to have things in place by fall semester so we don't lose momentum or people interested in this.
 - My Planner might be up for those during the pilot program.
 - SSC campus is functional and will be using both tools?

Other discussions:

- Different language will need to be done at ALIVE! so students below 30 credits will know what to expect.
- New Student Programs will need to adjust the language they use during orientation to assist in helping the culture change.
- Talked about how to work with current students.
- Campaigns are going to be crucial in getting the message out, what we're doing, and what we want to make advising for our students.
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Discussions for next meeting:

- Marketing to those 30 to 90 credit students so they know what to expect and what their hold box is going to mean.
- Clear understanding of what success is or failure. What outcomes are? How do we compare?

Meeting adjourned at 2:12 p.m.

University Academic Advising Executive Committee

Meeting Minutes
Meeting Date: May 20, 2016

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Committee Members</u>			
Canty, June	Associate Vice Chancellor	Academic Affairs WSU Vancouver	Yes
Inlow, Alana (?)	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	
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
Hermanson, Fran	Executive Director	Institutional Research	No
McMahon, Colleen	Assistant Director, University Affairs	ASWSU	No
King, Terese	Director	ASCC	Yes
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes-Phone
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
	Director	Admissions	No
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Pomerenk, Julia	University Registrar	Registrar	Yes
Schneider, John	Associate Dean	College of Engineering	Yes
Scourey, Joy	Senior Associate Director	Student Financial Services	No
Skinner, Matt	Chief Enterprise Systems Officer	Office of President	No
Stout, Sara	Director of Student Services	Program in Communication	Yes
Vandevord, Rebecca	Assoc. Dir & Dir E learning	Global Campus (Online)	No
Wack, Mary	Vice Provost for Undergrad Education	Office Undergraduate Education	No
Walter, Jon	Associate Director	ASCC	Yes
Yocum, Darren M	Executive Director	Enterprise Systems	No
<u>Guests</u>			
Schwab, Nicholas	Associate Director of Student Affairs	ASWSU	No
Fisher, Valorie	Academic Coordinator	Animal Sciences	Yes

MEETING LOCATION

Meeting Location: CUE 512

AMS: Tri-cities

Vancouver