

**University Academic Advising Executive Council**  
**June 10, 2016, Minutes**  
**CUE 512**

1. Pilot program updates
  - a. Basic structure and overview of pilot
    - Met with Matt Zimmerman and he was very helpful in connecting with the right people.
    - Eligibility: Students with 30 to 90 credits, over 2.00 GPA, didn't change academic interest, and in good SAP standing are now in cohorts/student groups.
    - Advisors will be able to track their students within the cohort using OBIEE.
    - Deb Whitney in ES will be ready for the student indicator soon.
    - Students will have positive indicator applied on the first day of term reminding them to meet with advisors. The indicator will expire at end of semester then placed on again for the next semester as long as they are still eligible, see above.
    - How to get the message out? Working on a single message that goes out to all cohort students from their advisors. There are places to personalize, majors etc., FAQs at the bottom of the email currently but may move to a site and a link will be placed in the email. The more information the better.
    - Students with multiple advisors may meet with their secondary advisors but their primary advisor will release the hold.
    - For the new students at ALIVE, there needs to have messaging to students on what happens the third day ("advising meetings"). Need to refer to it as registration scheduling and not advising appointment.
    - How do we know whether the pilot is a success? Assessment discussion for the next meeting.
  - b. Should postbacs be included in decoupling?
    - It was decided not to include them in the pilot. There will be a discussion at a later date.
  - c. Comm's current practice (Sara)
    - Outlined how Communication is trying to look at the process.
    - Powerpoint presentation talks about the advisor's role, what it looks like in Murrow, discusses FERPA, more student development, and supporting a career.
    - Comm has an introductory course (Com 138) that meets 2X the first part of the semester. Beginning spring 2017 the course will meet once a week all semester.
    - Feedback from students is the course helps to keep them on track and be better prepared.
    - Vancouver does group advising. Does well and able to cover basic things so individual advising times are reduced.
    - Tri-Cities has implemented group modeling over the last two semesters.
      - They do workshops.
      - Faculty will come and talk about changes in classes.
      - They break it down by academic interest.
      - Covers how to use the system and how to put together their schedule.

- Students are registering earlier.
- Marketing and getting out information discussion will be later.

d. Reinstatement students and holds (Ruth)

- Discussion regarding students in the 30 to 90 credit group regarding deficiency.
- If reinstatement application not started by August 16<sup>th</sup>, students will be dropped from their classes, if they are pre-registered. They will need to come back the next semester.
- If they have begun their application but haven't turned it in, they will be considered to have met the August 16th deadline.

2. Discussion of *Advising Training* document

a. Planning the training (Jon)

- Has group ready and shared list of who was on the committee.
- Will contact them to set up a meeting.
- Those who did not make the committee will be kept in the loop via email.

b. Delivery (Terese)

- Has group ready. List of names who are on the committee passed out.
- Will discuss tracking who has attended, Internet training delivery, accountability, and the need to get back to department chairs.

c. Assessment (Sam)

- Has group ready. List of names who are on the committee passed out.
- Because more information is needed, Assessment process for next meeting.

d. Updated Advisor Learning Outcomes mapping (attached)

- Suggestion was to take the categories along left hand side and write in more of a learning outcomes language.
- Language changed by areas written out with more explanation so as to be better applied as a training document.
- This is a work in progress and some flexibility to some extent.
- Lots of resources in place but some advisors do not use the resources.
  - Do we specify a time where advisors must use the resources, i.e. SSC Campus, Advising Notes, etc?
  - Making it mandatory for everyone to use resources so they can be assessed? Who will collect the data and how we say training is mandatory and you need to use the resources because this is how we do it now.
  - Suggestion to have memo come from Provost.
  - Should be communication down through respective Deans and Chairs?
  - Provost take to the Deans and have Deans take to Chairs?
  - UAAEC come out with something?
  -
- Need to include on the annual review and need to have consequences if they don't attend trainings.
- Suggested to put a draft on the Learning Outcome mapping and put it on the advising listserv.

- e. Updated Advisor Core Competencies (attached)
  - The document has been narrowed down to the essential parts with the combination of the academic responsibilities out of the catalog as well as the information gathered by ACG.
  - Need to make sure advisors get the support they need.
  - There is enough value in it to put out on the advising listserv.
  
- 3. Discussion of *Advising Changes V2* Document - Tabled
  - First Year students (Amanda)
  - Marketing and communication (Debbie O.)
  - Culture change
  
- 4. ASWSU Survey results
  - The survey was completed by 80 students.
  - Comments by the students the more interesting data was reviewed
  - Most answers seem to show satisfaction.
  - Comment: see if some things can be brought out of this.
  - TCH Grad students will be going through to separate out the important information.
  
- 5. Other
  - Where are we on having a solid source of funding for training and delivery?
  - As of yet there are no specific sources. Suggestions made about colleges donating money as opposed to putting the entire financial burden on the provost's office.
  - Costs/proposal developed to present to foundation.
  - Donors that were successful because of advisor?
  - Keeping cost in mind in Terese and Jon's committees.

Next meeting is July 22nd with the Planning, Delivery, and Assessment as well as the Pilot groups for discussion.

Adjourned at 2:19 p.m.

**University Academic Advising Executive Committee**  
**Meeting Minutes**  
**Meeting Date: 6/10/16**

**ATTENDANCE**

<b>NAME</b>	<b>TITLE</b>	<b>ORGANIZATION</b>	<b>PRESENT</b>
<b><u>Committee Members</u></b>			
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	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
Hermanson, Fran	Executive Director	Institutional Research	No
King, Terese	Director	ASCC	Yes
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
McAteer, Kathleen	Assistant Vice Chancellor	WSU Tri-cities	No
McMahon, Colleen	External Committee Vice Chair	ASWSU	No
Meiers, Mysti	Academic Coordinator/Advisor	WSU Tri-cities	Yes
Morgan, Amanda	Associate Director	New Student Programs	No
O'Donnell, Debbie	Director	Global Campus	Yes
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Pomerenk, Julia	University Registrar	Registrar	Yes
Schneider, John	Associate Dean	College of Engineering	No
Scourey, Joy	Senior Associate Director	Student Financial Services	No
Skinner, Matthew	Associate Vice Provost	Enterprise Systems	No
Stout, Sara	Director of Student Services	Program in Communication	Yes
Swaab, Nicholas	ASWSU Senator	ASWSU	No
Vandevord, Rebecca	Assoc. Dir & Dir E learning	Global Campus (Online)	No
Wack, Mary	Vice Provost for Undergrad Education	Office Undergraduate Education	No
Walter, Jon	Assistant Director	ASCC	Yes
Wehrung, Nancy	Senior Associate Director	Admissions	Yes
Yocum, Darren M	Executive Director	Enterprise Systems	Yes
<b><u>Guests</u></b>			

**MEETING LOCATION**

Meeting Location: CUE 512

AMS: Tri-cities

Vancouver