

**University Academic Advising Executive Council**  
**Minutes**  
**September 14, 2017**

1. Review of UAAEC Purpose and Function, Membership
  - This committee reports to the Provost and provides leadership for the advising community.
  - The committee can make recommendations to the Provost as well as proposed policy changes.
  - Advisor Consultant Group reports and makes recommendations to this committee.
  
2. Provost's Academic Advising Initiatives
  - a. Review and updates on
    - i. Equitable Advising pilot report
      - Provost wanted to have this rolled out campus wide this fall.
      - It was decided to pilot one more year since there are new colleges included in spring and fall 2016 ALIVE students will be in the cohorts.
      - ASWSU finalized the list of videos to assist students to be self-sufficient when they go into the cohorts. Will be available via blackboard or my.wsu.
      - Any student can view these videos.
      - First year students will need to complete milestones (the required online videos) before being assigned to a cohort.
      - Fall of 2018 videos will be rolled out for all students.
      - Before cohorts go campus wide, there is a need to automatically do cohort placement or changes instead of doing it manually. Plans to have it in place for this spring semester.
      - Continuing need for advisor education on how to work with their students, to teach them the tools, and to keep them on track.
  
    - ii. Service Indicator Guidelines
      - Criteria has been developed for when new service indicators are requested that prevent registration and are most impactful to academic advising. The criteria are a set of guidelines to determine if there are other options to consider.
      - Concerns:
        - Positive indicators are confusing to students as the information is brief and not much detail.
        - Holds are put on sporadic (student accounts has 10 holds – one is financial and one housing because they have a bill). By the time students take care of one then often the other is put back on because of timing.
      - In April 4,760 students who registered had holds and 2,579 students had multiple holds. This is significant because departments need to plan for seats in classes and if students are unable to register because of a hold, it impacts course management.
      - Could put security behind the positive indicators where only advisors see them.

- Could there be more transparency when holds are put on or have a specific date?
  - Need to get more data and look into the many opportunities this group may have regarding this.
- iii. Proposal for Funding
- The document was developed in the forum planning committee for sustainable funding for ACADA, NACADA, spring and fall advising forums, and advisor training modules.
  - The idea was to put it all together and have one contribution per college per year.
  - In July the document was sent to the Provost and not heard back. Do we as a committee write an endorsement for the funding proposal?
  - Asked about a college perspective – the dollars not a concern but the culture and training. Also need to consider the mechanics of execution and evidence of whether or not their funding is worth it.
  - Jordan and Colleen have been meeting with deans of colleges and the deans want to centralize the training so all will be on the same level. Right now there is a lack of training overall.
  - Associate Deans, Department Chairs, and faculty with regard to the training of new advisors, have noticed a change from students’ feedback that advisors are well trained.
  - Susan will write an endorsement draft and send it to the committee.
- iv. Promotion Structure draft/core responsibilities
- Worked with HR on the core advising career ladder. There is more work to do since currently in draft form.
  - The goal is to help keep advisors moving forward in their jobs where they are able to promote up with a title or salary increase.
  - An ACG committee is taking part of the Performance Criteria taken from University of Indiana, Bloomington and combining it with core responsibilities as a means of an evaluation of advising/advisors.
  - It would be a piece of the annual review specific for all advisors and hopefully, faculty. It would be part of a needed assessment.
  - Goal is to have it ready for spring annual evaluations.
  - Proposal to have a central advising unit in each college where advisors have a direct report or a dotted line to one person or lead advisor. Idea of a point person is to be responsible for each one of the advisors to make sure they are trained, evaluations are done, and messages about advising in the college and across the university system gets out and is consistent. Is this something UAAEC endorses or need to be discussed?
  - Advising Director was not the preferred title, rather “Advocate” for the advisors was discussed, or campus coordinator to keep attendance to find out who consistently not showing up for training.

3. Other activities:

a. Cancel website

- The website, in conjunction with ESG, has been revived.
- If a student enrolls during ALIVE but decides not to come or they decide to leave mid-semester, students can cancel enrollment and put in the reason.
- Advisors will be able to enter information into the website.
- Enrollment IT has agreed to target it fall 2018.

b. Reason Codes

- Greg Crouch (Chemistry) wanted to have a drop reason code for students dropping classes.
- Greg, Matt Zimmerman, Terese King, and Darren Yokum made up the committee during the phase one part.
- Applies only to undergrads who drop classes and then choose the reason code.
- Using no communication and no marketing, students began using it within 30 minutes of it going live.
  - 685 students dropped and used the reason code. Of those, 145 cited course overload and others preferred not to answer.
- Report in OBIEE is in the works.

c. After Graduation Survey/Destination Survey

- In conjunction with the Drive to 25 a committee was tasked to develop the survey. The committee consisted of Terese King, John Schneider, and Dave Cillay along with subcommittees.
- They contacted other universities to see what they were doing and collated those questions with theirs.
- Timeline of when to capture the information is important.
- Some departments are already doing exit surveys with their students.

Other:

- Discussion regarding SSC Campus, notes in my.wsu, and Guide.
- UAAEC can have a hand by trying to help with campaign and reiterate the importance of using the tools.
- Jeremy send adoption rate – 75% of advisors have availability. Issue: integration with email client or multiple clicks to do something that was seamless with the old platform.
- Students who use it really like it.
- Put something in the ACADA newsletter supporting technology.
- Guide—adoption rate is 4%. Target goal is 50% of the incoming first year students by end of fall semester.
- Academic Coordinator/Training – search committee now reviewing applications and will know something within 2 or 3 weeks.

Meeting adjourned at 4:30 p.m.

**University Academic Advising Executive Committee**  
**Meeting Minutes**  
**Meeting Date: September 14, 2017**

**ATTENDANCE**

<b>NAME</b>	<b>TITLE</b>	<b>ORGANIZATION</b>	<b>PRESENT</b>
<b><u>Committee Members</u></b>			
Ackerson, Sara	Academic Coordinator	College of Business	Yes
Austin, Erica	Vice Provost – Academic Affairs	Provost Office	No
Bond, Robin	Clinical Associate Professor	Honors	No
Canty, June	Associate Vice Chancellor	Academic Affairs WSU Vancouver	No
Dixon, Brian	Assistant Vice President	Student Financial Services	No
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	Yes
Meiers, Mysti	Academic Coordinator/Advisor	WSU Tri-cities	No
Mordhorst, Todd	Public Relations Com Coord	Provost Office	No
Morgan, Amanda	Associate Director	New Student Programs	Yes
O'Donnell, Debbie	Director	Global Campus	Yes
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Schneider, John	Associate Dean	College of Engineering	Yes
Scourey, Joy	Senior Associate Director	Student Financial Services	No
Stout, Sara	Director of Student Services	Program in Communication	No
Wack, Mary	Vice Provost for Undergrad Education	Office Undergraduate Education	No
Wehrung, Nancy	Senior Associate Director	Admissions	No
Yocum, Darren M	Executive Director	Enterprise Systems	Yes
<b><u>Guests</u></b>			

**MEETING LOCATION**

Meeting Location: CUE 512

AMS: Tri-cities

Vancouver