

Advising Consultant Group
December 11, 2017 Minutes
CUE 512

1. Fall Advising Forum Strategic Plan discussion
 - a. Narrow to 2-3 action items for each Goal
 - The committee reviewed member’s top choices in each action Goal and narrowed their top picks.
 - Training was under each goal and this is a conversation with Sara Ackerson, who is developing the advisor training modules.
 - ACG could present any initiatives to UAAEC that would need to be implemented university wide.
 - Goal 1
 - Open houses for different departments
 - * systematic open houses throughout the semester,
 - * different departments do short presentations to ACG, or
 - * have ACG meeting at different departments.
 - Better idea in community between departments
 - * involving month newsletter about advising,
 - * training for chairs/directors or advising core duties.
 - Goal 2
 - Centralized messaging so advisors don’t recreate the wheel.
 - Survey students to advisors? to see what things advisors could implement. Individual units might be more effective than WSU wide survey.
 - Goal 3
 - Mandatory training with 100% participation.
 - Developing campus specific modules within Blackboard – templates would be helpful.
 - b. Determine implementation each action item (who, when, how)
 - Tabled
2. 2017-2018 projects
 - a. 411 site completion (update from committee)
 - The 411 site is ready for ACG to review and offer feedback.
 - Jeremy will send the link to the members and feedback should be sent to Angie.
 - The site is a work in progress so not all information is out there.
 - b. Mapping Core Responsibilities for Evaluation (update from committee)
 - Anna handed out the draft “Student Satisfaction Survey” to the committee.
 - There are eight parts:

- Demographics
- Advising Information
- Academic Advising Needs
- Based on your last advising appointment
- Impression of your Advisor
- Text box at end for additional comments
- Samantha is working on putting it in qualtrics.
- Suggestions:
 - Involve Assessment of Teaching and Learning (ATL) or Institutional Research (IR) offices for their help.
 - If the demographics are not going to be used for assessment purposes, it should be deleted.
 - ASWSU could put in gift cards for students who complete the survey.
- The information gathered can be used for the career ladder and as a resource for advisors annual reviews.
- A separate advisor evaluation will be developed that lists what faculty and staff advisors should know and do when advising. This will be shared with advisors' supervisors to assist with their annual evaluation of their advisors and educate them about what advising is and what advisors do.

3. Comments/Concerns/Issues from colleges or departments or advising units

- a. Discussion of notification to advisors when system (not student-initiated) changes are made on student records (Anna)
 - Credits for a student had changed due to TCH adjusting student records and if a possibility for advisors to get notification.
 - Emails are sent to advisors from TCH when changes occur on a student's record.
 - A possible solution for these changes is to have an OBIEE report built or possibly a query like Graduations has

Equitable Advising discussion

- A memo is being drafted to the Provost to request another year of piloting as there are a number of issues being worked out as well as the video milestones.
- Susan is concerned about the pilot. The way the criteria is set up, it impacts 5,000 out of 20,000 students. It confuses both advisors and students.
- The Provost would like to move forward with it.
- Colleen, ASWSU representative, reported if students learn advising one way, they get used to it and do it. If there is constant changing, it adds more confusion.
- What are the goals for next year for equitable advising? More discussion to be had on this topic.

Meeting adjourned at 1:30 p.m.

Advising Consultant Group
Meeting Date: 12/11/17

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Members</u>			
Acuna-Luna, Ray	Academic Advisor	Access, Equity & Achievement	Yes
Alexander, Kate	Admissions & Advising Coordinator	Honors College	Yes
Arnold, Donna	Associate Director	Multicultural Student Services	No
Casavant, Colette	Academic Coordinator	CAHNRS	Yes
Chow, Anna	Assistant Director/Academic Coord.	Liberal Arts General Studies	Yes
Denman, Chanelle	Academic Coordinator	Carson College of Business	Yes
Erwin, Heather	Assistant Athletic Director	Athletics	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	No
Goe, Brittany	Academic Coordinator	WSU Tri-Cities	No
Hammond, Angela	Director Student Services	College of Education	Yes
Kincaid, Christi	Student Services Supervisor	WSU Online Admin	No
Lambeth, Suzanne	Assistant Registrar	Registrar Office	Yes
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Lora, Mariella	Student Services Coordinator	WSU Tri-Cities	Yes
McMahon, Colleen		ASWSU	Yes
Morgan, Amanda	Director	New Student Programs	Yes
Oakley, Christine	Director Global Learning	International Programs	No
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	Yes
Ramsing, Allison	Academic Coordinator	WSU Vancouver	Yes
Ryan, Ruth	Associate Director	Academic Success & Career Center	Yes
Schertenleib, Kasey	Academic Coordinator Senior	College of Engineering	Yes
Tibbals, LeeAnn	Academic Coordinator	Health Professions Student Center	Yes
Vik, Tami	Academic Coordinator	Communications	Yes
<u>Guests</u>			

MEETING LOCATION

Meeting Location: CUE 512