

Advising Consultant Group
JANUARY 29, 2018, MINUTES
CUE 512

1. Advisor Learning Program – Sara Ackerson
 - Main goal is for consistent training and assessment.
 - Working with HRS to have online training modules for advisors.
 - Sara passed out the Advisor Learning Program document and went over the timeframe all should be completed by.
 - Concern: Can the credits be done within two years? There are webinars through spring and next year. The training modules via Skillport can be tracked for assessment purposes.
 - Another change in this model would be to change the Fall Forum into a Tech Lab. Training will include visits to all campuses.
 - Open the Spring Forum to non-WSU attendees for a fee similar to the UI Advising Symposium.
 - Sara asked the committee for feedback on the document and she would resend to the group once edits have been done.

2. 2017-2018 projects
 - a. Mapping Core Responsibilities for Evaluation (update from committee)
 - The committee using the draft Academic Advising Learning Outcomes have come up with a standardized Advisor Evaluation for advisors and Chairs/Directors.
 - The document is recommended for chairs/directors not knowing what advisors do and give ideas of assessment.
 - Prior to annual review meetings advisors can respond to the bullet points as how they cover them, how advising fits into their department, what types of training, and what goals for next year.
 - Will be compiling university wide satisfaction survey and will meet with Assessment Teaching and Learning on questions and qualtrix for assessment.
 - Susan will take the Advisor Evaluation document to the Associate Deans Meeting for their input.

 - b. Equitable Advising
 - There have been small changes for this term.
 - The maximum number of credits was lowered from 90 to 75 as some students are not getting advised between leaving the cohort and graduation. By moving it back a semester it provides time to get students back on track or if they are ahead.
 - The other change is students in pilot will no longer see “Advisor Meeting” reminders within their my.wsu.
 - Communication with students is key and the committee is still working on consistent messaging.
 - Two committee members met with Orientation Counselors to discuss on how best to get the message to ALIVE students that registration and advisor meetings are not the same.
 - The Provost would like to see Equitable Advising across the university fall 2018. The committee is working on a memo to indicate more processes need to be in place and more automated functions involving student movement within the cohorts.

- Video project: majority of the videos are waiting to get into myWSU. It was recommended using the screening DOT for this process.
- c. 411 site completion (update from committee)
- End of last semester ACG gave suggestions to the committee.
 - The site is now ready to do a soft open and continue to build the site:
 - feed announcements from the advising listserv,
 - get the calendar up and ready to give all advisors access,
 - teach and give advisors editing access,
 - training information, and
 - a section with ALIVE information.
- d. Career Ladder draft
- The document is in Human Resource Services to look over.
 - The draft will go to the Associate Dean's meeting tomorrow for them to review.
 - Announcement made at one of the Advising Forums campus wide.
- e. Lead Advisor draft
- Provost and Mary Wack encouraged a draft document for a Lead College Academic Advisor.
 - The person would not necessarily be responsible for supervising; it is not part of this set of duties.
 - They would work with chairs and deans to provide appropriate training on advisor evaluation as well as the functions of an advisor.
 - Concern: Lead Advisor title could refer to a supervising piece so is there another term that encompasses all the pieces? Would this need to go through HRS to see if this would need to have the job description reflect these responsibilities.
 - Susan will check with HRS.
 - Curriculum changes should be within this area as there is a lack of communication when requirements are changing.
3. Fall Advising Forum Strategic Plan discussion (would you check on the handout to make sure all the action items are here as listed?)
- a. Determine implementation for each action item (who, when, how)
- Goal 1 – A Valued Academic Advising Program
 - 1. Open houses for different departments
 - 2. Better idea in community about what advising is
 - Training for chairs/directors on advising core duties
 - Monthly newsletter about advising for university system
 - 3. Mandatory advisor training with 100% participation (related to communication plan on academic advising.
 - The Advisor Learning Program will cover this.
 - Goal 2 – Academic Advising that Focuses on Student-Centered relationships
 - 1. Survey students for satisfaction, their needs in advising:
 - Anna Chow's committee is working on this one.

- 2. Implement “Murrow Updates” type of communication plan
 - University Communication is revamping the university’s communication material. Departments would have a template and once a week the communication would go to the college’s advisors
- 3. Implement “no advising hold” advising and registration
 - This can be removed as Equitable Advising is being implemented.
- Goal 3 – Academic Advising with Consistency and Clarity of Message
 - 1. Centralized messaging so advisors aren’t recreating the wheel – 411
 - The 411 site is going to do a lot on the centrally communication.
 - Allison Ramsing shared with the group the Vancouver Advising Council is developing a survey and wanting to put it to the entire WSU as a whole. The data would be combined and have an office assessment piece.
 - 2. Developing campus specific modules/templates for Blackboard
 - 3. Survey advisors on SSC, BB adoption and find out if they are not using them; if not, why not

The committee was asked for volunteers to take a look at these steps, how to make these things happen and be able to report back to the Advising Forum.

4. Comments/Concerns/Issues from colleges or departments or advising units
 - a. Changes in leadership discussion
 - Susan Poch announced she will no longer be chair of this group as she will be doing a phase in retirement.
 - Decisions will need to be made as to who on the committee will serve as chair. Any of the members are capable.
 - Concern is to have someone within the Provost and OUE to provide the committee with a level of legitimacy and to be an advocate for advising.
 - Possible rotating chair is going to serve as cohesive and making the chair’s role is to be a member on UAAEC.
 - Ruth Ryan asked Susan to stay on for another month to have some continuity.
 - The committee will need to think about the structure, how to choose a chair, and change the ACG function document to include term limits.
 - Chris Oakley as a member of Academic Affairs Committee is a good connection for this group.

ACG meetings of March 26th and April 23rd is conflicting with other advisor activities.

- The new leadership will need to re-propose those meetings.
- Suggested to have an ACG email address to use for this purpose as more than one person would have access.

Rule 38B – Sub-point one GPA

- There were 164 students on the Pullman campus who fell under this rule.
- A couple had grade changes and were reversed.
- There is a plan to reach out to the students in March.

- The data showed the students attending the later sessions of ALIVE were the ones who fell under this.

Meeting adjourned – 1:26 pm

Advising Consultant Group
Meeting Date:

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Members</u>			
Vacant		Access, Equity & Achievement	
Acuna-Luna, Ray	Director, Cougs Rise	Student Success Initiatives	Yes
Alexander, Kate	Admissions & Advising Coordinator	Honors College	No
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	Yes
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	Yes
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	Yes
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	No
Tibbals, LeeAnn	Academic Coordinator	Health Professions Student Center	Yes
Vik, Tami	Academic Coordinator	Communications	Tried
<u>Guests</u>			
Sara Ackerson	ASCC		Yes

MEETING LOCATION

Meeting Location: CUE 512