

University Academic Advising Executive Council
Minutes
February 1, 2018

1. Review and updates
 - a. Provost's Academic Advising Initiatives
 - Hired Michael Heim for SSC Campus campaigns for all advisors to participate.
 - Hired Sara Ackerson as the Academic Advisor Training Coordinator.
 - Continuing with the Equitable Advising pilot (details later).
 - Career Ladder for Advisors – Human Resource Services has it at this time and it was given to the Associate Deans at their meeting.
 - How do we move forward, communicate, and how it can be implemented university system wide? Send comments to Susan.
 - Proposal to fund advisor training.
 - There are some monies to fund work.
 - Working on the Advisor Annual Review
 - Having a Lead College Academic Advisor – changing the Lead to Liaison or Advocate – document not yet been passed through HRS.
 - Position will assist chairs/directors/advisors.
 - Would extra duties fall within existing job description?
 - Additional work to be done on this before moving forward. Will take back to ACG.
 - Advisor Evaluation Document
 - Checklist for supervisors (chairs, directors) to help with evaluation for the advisor; these supervisors may not be equipped with advising standards and criteria ;how it should be used?
 - Could be a discussion item when speaking with advisor.
 - Could go to the advocate/liaison to facilitate that conversation.
 - How do we share that?
 - b. ACG Activities report
 - The Advising 411 site is ready for soft opening to all.
 - About ready to move announcements to build the calendars. It will be a useful resource and advisors will be able to incorporate it in their workflow.
 - The site will decrease the traffic on the advising listserv –
 - Class announcements can go into 411 area.
 - There will be someone in each college/unit/campus to be the point person for their 411 section (perhaps the Liaison/Advocate).
 - An ALIVE dedicated site for the Pullman campus to keep updated information advisors get through the ALIVE training and during ALIVE sessions.
 - Strategic Plan – passed by all advisors for action steps. ACG narrowed it down to 3 or 4 in each goal area. Discussions on how to move forward with them.
 - Centralized communication for advisors and ways to build templates for Blackboard so duplication of effort is avoidable are two examples of action steps.
 - c. Advisor Training Coordinator report
 - Sara Ackerson provided the document explaining the mission and history of the training as to what it looks like now as well as what it looks like once implemented.

- Justification for changes is the ongoing, assessable, training for advisors.
- Additional professional opportunities via APAC and ZOOM having all campuses on the same learning environment.
- In the stages of doing online modules for those who are hired and they can do their own onboarding.
- The modules will be posted via Skillport and advisors can print out a transcript of what they've participated in.
- There will be mandatory shadowing for new advisors the first month of hire.
- A refresher will be required for all advisors – module will include Financial Aid and there will be a short interactive quiz at the end.
- Level 2 advising model will end this summer and will be a good time to launch the new model.

For Discussion

d. Equitable Advising

- Two changes have been made for this semester:
 - students in the pilot will no longer see “Advisor Meeting” reminders within myWSU due to student confusion and
 - lowered the maximum number of credits for next advisor visit to 75, since students with 88 or 89 credits were not seeing their advisor before leaving the pilot to see where they were at toward graduating.
- An ACG member met with the Orientation Counselors to discuss ways they could communicate to new students that ALIVE was about registering for classes and advising was meeting advisors during the semester.
- A memo is being drafted to the Provost for delaying the Equitable Advising model until Fall 2019. At this time the process is not automated and is done manually.
- ASWSU has worked to do a series of videos to train students on how to use different functions in myWSU. They are ready to go but waiting to get access to post them.
- The videos will be tied to milestones in the spring and students who complete them will be eligible for the pilot program. Milestones not yet created.
- Automation is the number one issue as students move from major interest to major interest. There are new majors and some areas are using old degrees. Will meet again with Gary Saunders. Darren suggested having two more people at the meeting and he will follow up with him. Have more than Gary Saunders to the meeting – two other people – Darren will follow up with him

e. Service Indicator project - Tabled

2. EAB Initiatives

- Discussion surrounding student success, how the university and advisor traditionally view their role.
- Athletics can be a role model for the university because of the retention of their athletes.
- Some students only have interactions with their advisors until they certify in their majors then with faculty.
- There needs to be a better liaison between faculty and advisors. There is a need to get faculty more involved with recruiting freshman.

- UAAEC is the group to get the discussion going as to what the role of advising is at WSU: how do we understand what advising is and how does it impact?
- There is a need to include faculty and expand the notion of advising isn't just registration.
- Advisors also need to have a shift of their perception of what advising is. A marketing campaign for the university could be helpful

3. Student Services Coordinator/Advisor HRS benchmark discussion - Tabled

4. Other—Concerns/Questions/Initiatives - Tabled

Next UAAEC meeting is March 29th.

Meeting adjourned at 4:32 p.m.

University Academic Advising Executive Committee
Meeting Minutes
Meeting Date: 2/1/2018

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Committee Members</u>			
Ackerson, Sara	ACADA President		Yes
Austin, Erica	Vice Provost – Academic Affairs	Provost Office	Yes
Bond, Robin	Clinical Associate Professor	Honors	No
Canty, June	Associate Vice Chancellor	Academic Affairs WSU Vancouver	Yes
Dixon, Brian	Assistant Vice President	Student Financial Services	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	Yes
Meiers, Mysti	Academic Coordinator/Advisor	WSU Tri-cities	Yes
Mordhorst, Todd	Public Relations Com Coord	Provost Office	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
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	Yes
Wack, Mary	Vice Provost for Undergrad Education	Office Undergraduate Education	Yes
Walter, Jon	Admin Planning Specialist	Institutional Research	Yes
Wehrung, Nancy	Senior Associate Director	Admissions	No
Yocum, Darren M	Executive Director	Enterprise Systems	Yes
<u>Guests</u>			

MEETING LOCATION

Meeting Location: CUE 512
AMS: Tri-cities
Vancouver