

**Advising Consultant Group
April 16, 2018, Minutes
CUE 512**

- 1) Committee charge and responsibilities
 - Need to be diligent about sharing information from the ACG group to those in each of their area.
 - One of our purposes is to talk through advising on campus and bring issues back.
 - Not every college has advisor meetings and there needs to be a way to communicate more directly with their people.
 - The following draft documents need to receive feedback to get them out of draft form and ready to share:
 - Academic Advisor Liaison
 - Academic Advisor Career Ladder
 - College of Arts & Sciences Advising System Self-Evaluation Template for Advisors' Annual Reviews
 - Advisor Evaluation for Chairs/Directors

- 2) SSC Campus
 - The committee reported their areas are using SSC Campus mostly for appointments and campaigns.
 - Some are using the search function, has developed watch lists for Writing Portfolio, AIC appointments, for certification purposes and reports.
 - According to a recent survey of advisors, 57 respondents does not use it as they don't trust the information coming back.

- 3) Advisor Evaluation – Anna
 - The College of Arts and Sciences self-evaluation document had several questions:
 - Is it ready to be moved forward and given to directors and chairs for the next evaluation?
 - Does it need re-written?
 - Should this committee push this through ourselves or the directive come down from the top?
 - The Advisor Evaluation for Chairs/Directors need to have priority. ACG members are tasked to look at it and make any markings and move draft off to be ready for this summer.

- 4) 411 Site – Jeremy
 - Jeremy needs to have network IDs of all advisors who will use it.
 - He also needs to set up the permissions for one person in each unit to update their area section.
 - The plan is to roll out at ALIVE training to be used during ALIVE.
 - Using at ALIVE can do session updates and all courses available in it.
 - Ruth will send advisor list to Jeremy.
 - Suzanne will send list of Registrar personnel who needs access.
 - Ruth has asked each unit to send the person's name who will be updating their site to her.

- 5) Equitable advising – Sam
 - The group met to talk about how to prepare going forward.
 - Need to update on and off ramp process for students changing majors.
 - Can a change of major form be developed online for students to fill out when changing major?

- Issue: students does not necessarily understand the moving parts regarding changing their major and changing their area of interest. Depending upon what they plan to do, it is handled by different areas.
 - Concern: How to hold students to milestones when advisors are not being held to the training?
 - The group of equitable advising folks will be available to meet with advisors and assist them if departments are apprehensive or there is a particular need.
 - Let Samantha know and their group will have someone to meet with programs over the summer regarding how it has worked for them and best practice tips.
 - Question regarding delaying the roll out of equitable advising for a year was raised.
 - Provost doesn't see any reason it should be delayed.
 - ESG is working hard to get holds and fluid space for the student milestone videos done by end of June.
 - Actually advisors will get more information because ESG can provide reports.
 - This will be good for the larger programs regarding enrollment management as students are able to register for classes sooner without the advising holds.
 - There are two student populations:
 - incoming first year students who are not familiar with the old ways of advising and
 - the current students who are familiar with the old ways. Most will not be in the cohort or maybe one semester.
 - Transfers students may not be in the cohorts at all.
 - Discussion on marketing and messaging during ALIVE.
- 6) Advisor Learning Program – Sara
- Training is planned on the relational part with students.
 - There will be a launch on June 27th during ALIVE sessions.
 - Marketing of what advisor is and campaign of all constituents.
 - Sara will be happy to meet with deans/directors or attend regular faculty meetings to get the word out.
 - Susan will assist her in setting up times with them.
- 7) Working documents
- Plan of action:
 - Comments on the documents.
 - Person in each area for 411 site updates.
 - Talk with your area regarding the documents.
 - Samantha will try to get something from Provost as a directive equitable advising is now being done.
 - Advisement reports are not available on fluid and will still need to go through my.wsu service center.
 - Fluid is a new interface when they log into my.wsu. They will have tiles they can click to take them to the area they need.

Meeting adjourned at 1:10 p.m.

Advising Consultant Group
Meeting Date: 4-16-18

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Members</u>			
Acuna-Luna, Ray	Academic Advisor	Access, Equity & Achievement	No
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	No
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	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	No
Morgan, Amanda	Director	New Student Programs	No
Oakley, Christine	Director Global Learning	International Programs	No
Ramsing, Allison	Academic Coordinator	WSU Vancouver	No
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	Yes
<u>Guests</u>			
Ackerson, Sara	Academic Career Advisor & Coord.	ASCC	Yes
Bolden, Teresa	Asst. Director, Academic Services	Athletics	Yes

MEETING LOCATION

Meeting Location: CUE 512