

**Advising Consultant Group
July 17, 2018 Minutes
CUE 512**

No Changes from last meeting

1-Template for advisors annual review that will go to chairs and directors

Question was asked how to evaluate optional tools

Broadened the webinars category to include NACADA and ACADA events

Cleaned up the document to make it more universally accepted for inclusion in annual review summaries

2-Advisor evaluation for chairs and directors is ready to go to UAAEC

Template for advisors and annual reviews is going to be sent to advisors and UAAEC

Once advising survey results are turned in they will be added to the annual review process. Advisors would work up a summary that would be turned over to the chairs who would read it and compare it against the checklist and look at the reviews.

The university advising survey is still being worked on, considered coming up with incentives for the students to fill out the survey.

3-SSC Campus usage among departments-Tri-Cities currently not using campaigns but plan to eventually. Found that most people aren't using campaigns routinely or robustly.

Start campaign initiatives to get people used to it and try to gauge how much they are using it, what they are getting out of it, and how it is letting them accomplish their work.

4-Advisor 411 Site-Currently posting alive notices on there as well as copying the listserv into the "News Items" feature on the landing page.

Vancouver, Everett and Global campuses added to the site.

5-Advisor Learning Program- Managing announcements and removing clutter from the listserv will be the next task. Provide editing availability to other departments and campuses.

A management system and departmental procedures are needed to define the posting process.

Plan is to get advisors used to checking into the 411 site each day and eventually remove themselves from the listserv, that will still be used for announcements and specific information there.

6-Request to relocate ACG meetings to Lighty Student Services for the next academic year, none opposed.

7-Purpose of ACG- Question was raised about documentation of ACG policies, role and purpose. Inquired about committees and how they work, their roles, and how they work with advisors and the institution.

ACG defined as “grassroots worker bees” while the UAAEC is the “administrative worker bees.”

Proposed to get feedback from UAAEC as to where they see ACG’s position.

8-Dedicated part of meeting time specifically to talk about what each department is doing, and what they find to be best practices.

- Stressed importance of including advising notes as students are moved around to different advisors.
- Doug Juneau is no longer doing advising for Data Analytics. Laurie Heustis will be taking on his role and moving her office into Daggy, not Thompson. Michael Heim and Jon Walter points of contact for SSC campus updates.
- Jenny Davis will be taking a position at WSU Spokane, looking to hire a new advisor in her place.
- Alli Guyer has moved and a new advisor will be hired for EE and CS. Nora McCabe will be leaving for chemistry and biology, Maria Greaney-Curry will be taking over
- Alive advising innovation-allowing students to walk away without specific sections for classes saves time by getting through more students.
- Global Campus has been approved to offer sociology, history and a new business major degree online.
- Communication students currently advised by Chris Baer will be getting Megan Starr-Gepford who will be helping out with online students.
- College of arts and sciences realized a need for realignment-BS in biology with plan of basic medical sciences.
- MyWSU students during alive were trying to sign up for lecture and a lab, and a conflict would pop up. Should be fixed now.
- Getting students with an error on their credit levels, the workaround was to not utilize the shopping cart.
- Administrative enrollment was allowed, but students self enrolling would show “invalid credit.” Instances of this happening increased drastically after fluid was launched.
- Fluid can’t use four digit number to enroll, still being researched at this time
- Videos being worked on with ASWSU
- Honors will be bringing on two new advisors starting in the fall.

- Honors has restricted enrollment courses for Pre-med, college of business, and (2) first year leadership sections. During Alive, students were not enrolled by honors, but got in somehow.
- Honors 198 will be led by Lydia Gerber on integrating mindfulness, emotional and social intelligence.
- Katie Qualls will be leaving volleyball and tennis advising. Also hiring a tutoring coordinator for athletics.
- ASCC is hiring for a new SSC campus position.
- Erik Skipper has joined Tri-Cities as a retention specialist and will be posting a new position for an engineering advisor.
- Vancouver will be hiring a new business advisor to replace Ashley Campbell.

**Advising Consultant Group
Meeting Date: May 5, 2018**

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	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	no
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	no
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	No
Morgan, Amanda	Director	New Student Programs	No
Oakley, Christine	Director Global Learning	International Programs	
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	No
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	No
<u>Guests</u>			

MEETING LOCATION

Meeting Location: CUE 512