

University Academic Advising Executive Council

Minutes

July 19, 2018

1. Week of Welcome Overview-Sara VanSteenbergen
 - a. WOW Aug. 15-19 Changing Academic College Kickoff from three hours to two, adding a new element for the last hour.
 - b. Specialized Academic experiences workshops will be 4 to 6 35 minute workshops to provide info on specific needs for students and allow them to learn about other colleges that would be hosting their minors. This will provide a more holistic approach than only exposing them to one.
 - c. 1500 students last year met on the mall and were shown around to their specific colleges
 - i. Integrative Physiology and Neuroscience-third year participating for school of Neuroscience. Their college hosts a panel representing different career paths and majors for the first hour, then breaks into q & A sessions in smaller groups.
 - ii. Arts and Sciences - hosting a carnival in the Cub Senior Ballroom to expose students to different departments within the college,
 - iii. Voiland College of Engineering and Architecture-Give their students a welcome message from the dean or associate dean and have found that making it more interactive is useful in increasing student engagement. They have a panel format as well and allow students to submit questions live, as well as having tabling through some of the student clubs.
 - iv. Communication – Host a scavenger hunt through Murrow that introduces students to the Daily Evergreen, Cable 8, and other departments to get them engaging with them directly.
 - v. WSU Vancouver-Host Week of Welcome during the first week of classes and have BBQ, and live music. They host an involvement fair twice during the day and have staff in light blue shirts on hand to give out directions to class. They also take turns waving the flag on the main street into campus so students know that they're happy they're coming back.
 - vi. WSU Tri-Cities-Friday before classes start there is a faculty retreat and transfer orientation day. They have faculty in each of the classes meeting new transfer students. Freshmen orientation is the Thursday before classes start and they host an ice-cream social.
2. Fall Enrollment Update
 - a. Kate-Tri-Cities Confirmed 241 new freshmen (230 last year). Another registration session tomorrow and next week. 28% decrease and Transfer students down 18%
 - b. June-Vancouver-Concerned with Fall, enrollment effected by Park College. New Transfers are down 4.8%. Revised the way they do orientation, away from one-day

model and now offer two, two-day sessions the end of June. Also increased communication with them so they are ready in August.

- c. Amanda-Pullman-Reached out to students (400) who have enrolled, but haven't signed up for Alive or housing reservations. Making sure university has enough bed space and class space. 4400 students coming in, not including transfer students. University offering discounts for those students interested in taking a three-person corner room in Stephenson. Waller hall opening relieves pressure on male housing.
3. 38b 166 recessed students from Pullman completed their application to return, half of them registered with advisor. Another 18 in system in the process of reinstating but we have heard much more motivation from these students to take it serious next time.

Matt Zimmerman recognized as new Registrar.

4. Advising model-Students with 30-70 credit hours earned (at WSU) in good academic standing won't have an advising hold put on their account. Currently working on getting that message out to the students
 - a. Messaging
 - i. Messaging to help understand holds. May not have advising hold, but may have other holds. Give suggestions on things they can utilize their advisor for (long term, short-term)
 - ii. General messaging campus-wide-advising isn't just course registration, support provided throughout the semester for a variety of things
 - iii. Series of monthly messages to all students. Stress timeliness, look for holds, deadlines for these events, scholarships, program deadlines, midterms.
 - iv. Campus specific and departmental specific messaging
 - v. Drop-in hours across departments should be universally located (411 site so advisors can share info with advisees.
 - vi. Ackerson handling new advising twitter and Instagram to help advertise these messages and spread the word
 - vii. Have advisors understand procedures for switching majors
 - b. 30 credits per year, finish in four
 - i. For some departments, 15 isn't easily accessible. With labs, some end up at 14 or 17 a semester.
 - ii. For some majors, 30 credits after the first year is important (certification) for others it is not necessary to complete on time.
 - iii. A or B in first college level math class (calculus) has proven best indicator for a student's success in engineering
 - iv. Considered making a plan for students to see how not taking 15 credits will affect them down the line, or require summer classes to get caught up and graduate on time.
 - v. Workload is different for students joining from a community college, for them lower credit hours makes sense.
 - vi. Retention vs graduation

1. The longer it takes them to complete school, the less engaged they are
 2. More likely to leave the University if they had less than 15 credits attempted a semester.
 3. Stressed needing to look at 6 year graduation rate. Since 2011 it has been decreasing
 4. Retention vs graduation on time-are they going on to not graduate, or going on to not be retained
 5. Looking at credit load as a sign of struggle
 6. Define the criteria for each department's declining GPA, under certification, and probation standards and send them to Ruth Ryan to formulate rules with ACG
5. Advisor Learning Program Report – Sara Ackerson
- a. The fall schedule is almost complete and will be posted on HRS by early next week. We are intentionally offering sessions which should assist advisors in learning the relational competencies which should help with the transition to the new model.
 - b. Onboarding modules are planned to be up by start of fall term.
 - c. Newsletter/short videos will fill in the gaps and more technical pieces of training that won't be covered in an actual session.
 - d. Susan Poch and I are working on scheduling times to meet with associate deans, faculty, chairs, directors and those who supervise advisors to explain program and expectations. Advisors have expressed concern about support from units and we are hoping to have upper administration support our program to ease these concerns
 - e. Sara is working on planning campus visits to other WSU locations for fall term.
6. Advisor Consultant Group Report-Ruth Ryan
- a. Advisor Evaluation checklist-Ready for UAAEC approval. Guidelines to let chairs know what advisors are doing and provide a framework for evaluating them in annual reviews.
 - b. Template for Advisor AR Summary-Training done for chairs and directors so they know what criteria is
 - c. ASWSU Survey for students to evaluate advisors. Find a way to incentivize it for students through advisors.
7. UAAEC Agenda/Plans for 2018-2019
- Future Meetings – 2018-2019 schedule (Outlook Proposal will follow)
- a. September 6, 2018; 3:00 – 4:30 p.m.
 - b. October 11, 2018; 3:00 – 4:30 p.m.
 - c. November 1, 2018; 3:00 – 4:30 p.m.
 - d. December 6, 2018; 3:00 – 4:30 p.m.
 - e. January 17, 2019; 3:00 – 4:30 p.m.
 - f. February 14, 2019; 3:00 – 4:30 p.m.
 - g. March 21, 2019; 3:00 – 4:30 p.m.
 - h. April 18, 2019; 3:00 – 4:30 p.m.

i. Thursday, May 16, 2019; 3:00 – 4:30 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	ASCC	No
Austin, Erica	Vice Provost – Academic Affairs	Provost Office	No
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	No
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	No
Meiers, Mysti	Academic Coordinator/Advisor	WSU Tri-cities	No
Mordhorst, Todd	Public Relations Com Coord	Provost Office	Yes
Morgan, Amanda	Associate Director	New Student Programs	Yes
O'Donnell, Debbie	Director	Global Campus	No
Poch, Susan	Assistant Vice Provost	Office Undergraduate Education	No
Schneider, John	Associate Dean	College of Engineering	No
Scourey, Joy	Senior Associate Director	Student Financial Services	No
Stout, Sara	Director of Student Services	Program in Communication	No
Wack, Mary	Vice Provost for Undergrad Education	Office Undergraduate Education	No
Walter, Jon	Admin Planning Specialist	Institutional Research	Yes
Wehrung, Nancy	Senior Associate Director	Admissions	No
Yocum, Darren M	Executive Director	Enterprise Systems	No
<u>Guests</u>			
Beathard, Candice	IT Consultant	Enterprise Systems	Yes
VanSteenberger, Amanda	Assistant Director	New Student Programs	Yes

Schertenleib, Kasey	Undergraduate Academic Coordinator	Voiland College	Yes
Zimmerman, Matt	Registrar	Registrar's Office	Yes

MEETING LOCATION

Meeting Location: CUE 512

AMS: Tri-cities

Vancouver

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