

University Academic Advising Executive Council
Minutes
October 12, 2018

1. Updates

- SSC tech position has been filled, Patty Hurin started Oct 8. Currently learning SSC campus and her role as an advisor
- Documents out for Review:
 - Career Ladder-with HRS
 - Lead College Academic Advisor-with HRS
 - Advisor Evaluation checklist for Chairs/Supervisors-guide for advisors supervisors, working on a memo to be reviewed by UAAEC
 - Chemistry department is working to get a good list of students with declining GPAs, can't search for them, trying to obtain it through OBIEE. Trying to do it for a college is difficult, trying to work with easier criteria that is searchable.
 - Within SSC campus only a few people have the access/permissions to search by the declining GPA criteria. Easier to find-cumulative below 2.5 Working on building a query for OBIEE that can be shared.
 - Campaigns for this fall. One is about students who have not enrolled, the Provost wants everyone in system doing campaigns. The campaign for students who haven't registered is a centralized campaign that will be done by ASCC/SSC tech. Another suggested campaign advisors can run is based on students who still have advising holds at the end of priority registration.

2. Advisor Consultant Group (ACG) Report-University wide advising survey, is currently live with only 268 responses out of a target of 6000 students.

- ASWSU is promoting the survey through October and November using different cover photos, links, flyers, and gift cards for incentivizing students. Reached out to other campuses student government organizations.
- Vancouver has reviewed the survey but currently has no promotion at their campus so far. All demographic data requested at the beginning of the survey has been seen as a hassle for students, with some not advancing past the beginning, causing a low response rate.
- UAAEC will review results before sending it out to chancellors.
- Clarifying role of ACG and sharing back with units with a list of all members of ACG. They will then know their ACG representatives are so they can relay information correctly.
- Paperless Alive- Reviewing green form and enrollment request forms to make it easier. We should be using technology that is available to us to make it easier. Will be running a test pilot with a couple of spring Alive! classes.

3. Advisor Learning Program Report

- Last session involved working with parents, and advisors got a lot out of the training
- All sessions are video recorded and available for viewing afterwards.
- 45-50 participants each session
- Regular implementation of advising notes. Inform both advisors.
- With less paper, advisor notes will be a necessity. Getting people to change how they do their work is a goal to work toward.
- Who determines secondary advisors roles of students- have notes to bridge communication between one advisor to secondary.
- Advisors with Global campus use CRM to capture data, proving to be an easier way to make transition. University is looking at centralized CRM, focusing on admissions and recruiting, but

spreading it to current students to follow the entire life cycle of a student. Conversations have been brought up, any interest of using CRM instead of advising notes.

- We are moving closer to syncing SSC notes/information into MyWSU
- Advising notes are considered part of a Student's record and available to students if they ask for it

4. UAAEC Goals and Direction for 2018-2019

- Brainstorming ideas (review #5 of the 9/7/18 Meeting Minutes attached)-
- WSU Academic Advising Program – Vision/mission/goals 2014 (attachment)

Three new goals:

What best practices do we want all advisors to be doing? Using SSC campus and more consistency. Students say they have to use a different system from advisor to advisor. Understand expectations and meet them, get together at a staff level to better help students.

- 4 year plan with students- Creating modules that go over foundation pieces-policy, best practices, procedures, requiring everyone to do them at this point. Now that there is consistency, everyone wants to get on board with modules and get a base line that "all advisors have this info" and develop a record of that training.
- Petitions that are received regularly of what is miscommunicated
- 4 year degree plan-people don't feel like students would be able to follow and complete in 4 years. If student comes in at right level of preparedness it is achievable but a lot of times there are other factors to take into account, such as AP credit, transfer credit, not English ready, not math ready.
- Departments publish a 4 year plan, in honors, requires UCORE requirement is in fact requirement for the major.
- Engineering has 4.5 year plan in the catalogue so they know to expect extra semester. Are audits done that show students who can complete it in that time?
- 5 year and 6 year graduation rates-Is it false advertising to our students if this is how long it actually takes? Further look needs to go into this disconnect between the actual graduation time and the listed time for course completion.
- Make planner in MyWsu that could address the issue. The planner displays degree audit report for students to see. The planner could have tools that are course based for traditional students.
- 4 year degree plan in self-service that isn't interactive at all except for looking at course catalogue. We are not using tools in the right way; we send students there but it's not achievable
- **GOAL**-look at features of People Soft and how we can enhance them. Know what other universities are doing and what they look like. Some have a Planner that you can enroll directly from to build and move classes around.
- Advising list serv-talked a year ago about being able to keep messages that all advisors need to see in one set, Pullman in one set, Tri Cities in another and be able to select who the audience is so they know their messages are important and apply to their specific group.
- Advising 411 will serve as the landing page for the day's announcements. Each campus will be set up to have its own approach.
- Advising listserv would only be used for important messaging, so the website is the main source for course announcements, etc. in daily news update
- **GOAL**-holds clean up. Putting in positive service indicator "yes they have a financial aid package so housing take down your hold" and be able to force it up chain of command. So when it is presented to housing, it will indicate that housing will get their money, so the hold can be removed so the student can register. This was originally proposed a few years ago, but now is a good time to try it again as there is new leadership across campus.

Next Meeting: November 2, 2018; 12:30 – 2:00 p.m.

Meeting Date: 10/12/2018

ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Committee Members</u>			
Ackerson, Sara	ACADA President	ASCC	Yes
Bond, Robin	Clinical Associate Professor	Honors	Yes
Canty, June	Associate Vice Chancellor	Academic Affairs WSU Vancouver	Yes
Dixon, Brian	Assistant Vice President	Student Financial Services	No
Fillinger, Bailey	Staff Assistant	ASWSU	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	No
King, Terese	Director	ASCC	No
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
McAteer, Kathleen	Assistant Vice Chancellor	WSU Tri-cities	No
Morgan, Amanda	Associate Director	New Student Programs	Yes
O'Donnell, Debbie	Director	Global Campus	Yes
Pressley, Shelley	Associate Dean,	Voiland	Yes
Ryan, Ruth	Associate Director	ASCC	No
Safranski, Waylon	Assistant Director	Transfer Resource Center	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	No
Wehrung, Nancy	Senior Associate Director	Admissions	No
Yocum, Darren M	Executive Director	Enterprise Systems	Yes
Zimmerman, Matt	Registrar	Registrar's Office	No