

Advising Consultant Group
October 15, 2018 Minutes
CUE 512

Update from UAAEC

- Want to start doing audits of holds, it was started but needs to be implemented again.
- Start to look at things to try to get back to advising strategic plan – trying to provide a consistent experience so when students switch majors, they will have a similar experience.
- What can MyWSU REALLY do? Take a deeper look at what is possible.
- Feedback from Vancouver on advising survey: no promotion of survey but students are getting frustrated with entering the demographic information first and quitting the survey without finishing it.

Career Ladder

- Still being reviewed by HRS, nothing new to report

Student Satisfaction Survey

- No numbers to report but have 263 responses so far but more promotions for the survey are being sent out. Anna Chow has had the advising report saved on the dashboard and sends her students the link after they have an appointment with her through SSC. Posting flyers around campus and sending out a reminder for advisors with a cut and paste template.
- UAAEC is eager to see the results, asking for review of the report
- Consideration for implementing a focus group for students and advisors to provide additional information that may not be captured in a survey. Also want to get an outside perspective from members not in ACG or UAAEC. Want to look at data concerning advisors with the highest response rate, and build focus groups on that to see how they improved student engagement on the survey.
- Is the timing important? What medium are we using? We don't want to bombard the students with emails.
- Shrink down QRL Code to business card size
- Return to department to de-brief regarding the survey. Report findings back to ACG and UAAEC as a "focus group" to have open suggestions across.
- Survey in the Fall, Focus Groups in the spring to find the technology that was utilized the best and the preferred medium of communication.

ESG Report

- Paperless Alive! In January will not be paperless, but will have fewer green sheets to use. If that model works, we will roll it out larger with the hope that by summer we have eliminated the green sheets completely and move onto a mostly paperless system after that.

- NSP is looking into replacing the green sheets and how to automate that process instead. They believe they have a more efficient way to get students over-riden for pre-requisites and will help the ASCC input that data.
 - Students would be placed into particular group based on their Alive! Session. On Alive! Day only they will be able to enroll in classes, at the end of the day they cannot enroll themselves, which will allow us to run a report to see which students don't meet the pre-requisites, something that can't be done now without the ASCC.
 - Normally data is compiled from green sheets and sent to each department representative based on the class.
 - Students would be placed into the group for the day. If they are in the group Sunday, still have an advising hold and then they would be out of the group Monday and reports would be run for the day, summer, etc.
- For January we are only looking at specific classes to try this approach with. Working with Enterprise Systems to create reports that show the pre-requisite is the only thing appearing to be met on Alive! Day.
- Report would show which students are signing up for classes that don't meet the pre-requisites.
- Classes that will not allow additional students after the second week- still waiting to hear back from departments.
- ASWSU is encouraging the greater university and departments to have late-start classes, similar to the 12, six and 8 week classes offered during the summer. Concerned with financial aid implications, 10th day report to legislature, etc.
- Group of administrators meeting to look at creating short classes throughout the semester. Looking through details of census and department consent

Learning Outcomes-Accreditation

- Evening and weekend intensive courses are all part of the conversation going on.
- The hours will still have to be offered, even with shorter weeks, the hours during the day will be longer and will have to consider drop deadlines, etc.
- Having additional hours will require an intensive enrollment change form with correct expectations and wordage.
- Existing enrollment change form - necessary to make the expectation and wordage clear. Ex. faculty member signs off on it and then the departments are not able to get the students in.
- There is a new job classification in graduations and an update on enrollment change form will follow
- What data do we have for late ad-ins from the RO? How many students are adding past the second week? Are they freshmen? International students? How many late adds are corresponding to a drop?
- Students are looking for late start classes because SAP financial aid. Trying to find this information out to see if there are units that will accept students after the first week, not the second week.

- Psychology and English have a waitlist and gather information of who will and won't accept students after the first week of classes.
- Looking to run an SSC report to filter out what students are not enrolled full time after their Alive! Session

Area Updates

- Tri-Cities-Currently meeting with current students, advising new students one-on-one. Instead of doing group sessions for new students, doing group for students who have been enrolled for spring confirming they will be returning for the spring.
- ALP-everything scheduled and on HRS website, hoping to encourage advisors to attend trainings. Recordings of the sessions are accessible via Sara Ackerson.
- NSP is looking for feedback about the registration process being made easier during orientation. Contact Amanda Morgan with feedback.
- HPSC is hosting a luncheon for advisors to pass out updates and answer questions. Losing two advisors, Cathryn Hogarth and Marian Horton.
- Communication-MicKinzie Johnson will be doing recruitment and advising and Angela Schweigert will be taking over for Tim Osborn
- Voilland has noticed students are more on the ball with making appointments and keeping them.
- ACG Academic Affairs Committee-Please send Christine Oakley information for international programs pre-approval forms. On November 15 incoming exchange students will be able to early register. If they are wanting to take courses relative to their department they will be contacting departments to get those classes. Global learning will have a 100% turnover rate since June, with all new people starting.
- ASCC-Patty Hurin is the new ASCC coordinator who will also be handling some advising. Our reinstatement coordinator has accepted a job advising for Psychology. Barbara Barstow will be filling in so please send reinstatement questions to her.
- Psychology was approved to hire a third advisor, might be extending an offer to an external candidate.
- Honors College is getting ready for registration and placing holds on students for a GPA lower than 3.2. Sending out reminders that all honors college students are able to register on priority registration day. Please work with honors students to get advising hold off their account before Nov. 5. We are staggering registration for our 300 level course, if they have the honors deficiency hold, they will need to see their advisors in honors.
- CAHNRS is hoping to post their recruiter position soon.
- Carson has a new hire that started in July who had to depart for family issues and restarting October 29. Finished the search and don't know where the search process is at. An employer relations position is opening for AnaMaria Sears. The application for business certification is open now. Trying as best as possible to get those students certified before enrolling and encouraging students to apply. The application will close the last day of finals. It will be open again through December 14, if they don't get certified before the 21st, they won't get done until ASCC opens after break.

- AIC 2 is open and available and has been launched. It will become part of academic reinstatement requirements, and a hold will be put on their account. Conditions will include a March 8 date for the second AIC.
- Sending out a poll to reschedule January and February meetings due to Martin Luther King Jr. Day and President's Day.

Advising Consultant Group
Meeting Date: October 15, 2018 ATTENDANCE

NAME	TITLE	ORGANIZATION	PRESENT
<u>Members</u>			
Vacant		Access, Equity & Achievement	
Acuna-Luna, Ray	Director, Cougs Rise	Student Success Initiatives	No
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	Yes
Erwin, Heather	Assistant Athletic Director	Athletics	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	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
Fillinger, Bailey	Undergrad, Staff Assistant	ASWSU	No
Morgan, Amanda	Director	New Student Programs	Yes
Oakley, Christine	Director Global Learning	International Programs	Yes
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	Yes
<u>Guests</u>			
