

## Advising Consultant Group

Oct. 22, 2019

CUE 512

### Updates from UAAEC

- MyWSU planner -morphed with ESG into a charter that is being worked on.
  - The end-goal is to be able to register from the planner using drag-and-drop features. The committee is looking for advisor and student input.
  - The Planner will be designed in phases, with features added to it as it goes along. Looking for student input as to what aspects they will use or not.
- My WSU Notes
  - Goal is to get more advisors on board doing advising notes. Present to all advisors across all campuses training hopefully this semester or early in the spring.
  - Templates that were built are ready to be implemented by ESG.
- Advising Model
  - Re-analyzing how the pilot performed, hoping to expand to other campuses but not ready for that yet.
- List of barriers to student success: 3-Peat Rule
  - Data shows that allowing students to have a second chance at retaking leads to substantial chance of success.
  - This won't have to bypass registration, the "C" or better rule won't change.
- Drops and withdrawals
  - Moving timeframe of drop day to Withdrawal deadline. The 13th week is unnecessary.
  - Thinking of pushing withdrawal to last day of classes. The old system allowed 2 regular withdrawals that could be used up to the 12<sup>th</sup> week, and 2 uncontested withdrawals that could be used up to the last day of classes. MyWSU couldn't handle it so it was abandoned.
- Advising Notes: What is ACG's perspective on how to get people in your area to use them? Why aren't they being used?
  - "What's in it for me?" Advisors in Engineering don't see a direct benefit, and have issues with the clunkiness of the system.
  - It takes 5 different drop-down menus to access notes. Clean up myWSU system and make it populate to say general advising notes, not as a dropdown.
  - Financial Aid uses it routinely, could auxiliary notes be auto-populated?

- Last semester the drop-down was changed so students could always see the note.
- Subject left blank-sub category will be where the templates fill in. Templates are being moved into production.
- Weigh how much SFS uses verse advisors. Could it be login based?
- Training for best practices- information is out there, persistent attitude from advisors adopting advising notes in engineering.
- Disparities between advising loads causes an issue as well, when one has 150 students and another has 400. Those with smaller caseloads have less of a time commitment.
- It shouldn't be about the advisor, it should be about serving the student and their needs, it's a disservice if advisors don't.
- Honors has resistance from the top so if the dean doesn't like doing advising notes, there is no push for anyone else to.
- "Director is not expecting this, why should I do it?"
- Honors doesn't want to be locked in with advising notes during a meeting and they don't want to do it afterwards. Honors uses all paper advising notes as they don't want to be screen-reliant when working with a student.
- The ASCC takes notes after the student leaves so they still have face-to-face contact and allows for reflection.
- With 700 students, Psychology does notes for all students. A Work-Study student could populate the notes for them, other options to get it accomplished.
- CAS: Math brought up Alive! issues, CAS Advisors brainstormed sent to UAAEC sub group. Dean made a letter to Enterprise Systems with recommendations:
  - Notes need to populate in different window-shouldn't have to get out of it
  - More user friendly-deans from other colleges can sign on, send similar requests to ESG
- COMM-: 400 students results in scheduling and time issues. System in place: meet the student and by the end of the day get to stack of notes. Add attachment of their 4 year plan so they can look into it, which cuts down on advising visits. Comm advisors feel that if student sees the note, it is less personal.
- ASCC keeps paper notes, 4-year plans are scanned in.
- Honors plan-scanning them in begins part of the process
- Pull up advising notes across colleges makes referrals a lot easier with information from other advisors. Help to support their stance in advising community.
- Support the work that goes into helping student, if nothing is there its difficult.

- HONORS-small strapped unit. Time slip student unreasonable for capabilities of the department
- Training pushed to dean and associate deans. Dpt. chairs did not see value of notes, this is outreach work that UAAEC needs to do.
- “What is purpose of advising notes” needs to be stated again.
- Each note is an individual entry. Popped up? myWSU looking to have “open all” command for notes. You can update a note of your own and add to it.
- Are they looked at on a regular basis? If it’s not an apparent issue? Drop-ins, covering other advisors advisees.
  - Petitions are reliant on notes.
  - For Parents, it is nice to back up meetings with advising notes.
  - Taking notes on mistakes made-wrong placements.
  - Document why they were let go from that specific department.
  - Transfers from colleges-dual departments
  - Reliant on student saying what advisor told them a long time ago
  - Cant tell probation status without notes
- ACG-unsure about areas approach to notes, let UAAEC know other reasons

#### **Centralized Advising Campaigns:**

- Addressed at advising directors meeting, looked at timely registration and priority registration and campaigns to get students to register for class. The freshmen campaign is focused on how to register, while upper class members are still waiting on grades, specific placements or certification before they register.
- Math pre-req: Aleks scores- make it clear to transfer students and freshmen the importance of taking the test before hand so they can register for the proper math course.
- NACADA update: Held a 24-hour virtual conference on Sept. 17. From feedback gathered, would like to try to run it again with different topic or theme, not as well attended by global colleagues, very US centered. Considered doing an 18 hour conference, as no one was on at 3:00 am.
- Advising Asian American students: 35 attendees. How to best work with students and parents.
- Could there be a specific session on advising international students?

#### **Department Reports**

- ASCC: Reinstatement condition holds went on this morning. Coming off in the morning if they are completed the day before.

- AAC Representative: attempt to take regulations and rules in catalogue that are peppered throughout general information. Look for new rules on transcripts, cutting that language and putting it into rule or regulation. FERPA information will be in regulation. They get approved by AAC, then moved onto the Faculty Senate
  - Catalogue is being cleaned up, huge discussion with certification. Being purged from academic regulations, reworded with proper language.
- Honors: Honors pre-fix courses that are assessed as a letter grade, have to be processed as a letter grade. During the last week of classes, they can change from a letter grade to pass/fail. Foreign Language credits can be taken as pass/fail as well.
  - Honors don't have CAS requirement loaded in AR.
  - Competency requirement doesn't need a letter grade.
  - Registration: remind advisors Nov. 4 priority registration for honors students so please schedule meetings so undergrad advising hold can be removed before the 4<sup>th</sup>.
- Nursing: Jill Shafer has left to advise for DTC and Data Analytics. Booked solid through December with advising appointments, but no no-shows.
  - Barb Farrell can get students in early for 8:00 am meetings, looking to get Navigate to change appointment times to 20 min. Can it be done individually, by care center?
  - Interviews Tuesday. For advisor 1
- NSP: off-site participants who didn't complete initial orientation still have Alive! holds on their account. They can defer to go active Jan 3, if they didn't go to summer Alive! still need to contact NSP to register for orientation.
  - Students have to make a statement to get it lifted. It will be active again on January 3 to register. Depending on what they missed, can make it up during transfer Alive! Off-site is easy to fix, the rest is case by case for individual student
  - Kim Dela Cruz will be filling in for Amanda Morgan at ACG. Dela Cruz will be working remotely from Hawaii starting December 20.
- VCEA: Adding a recruitment coordinator to assist Kasey Schertenleib with his work. Interviewing three candidates at the end of the month. Handling admissions orientation.
- Registrar: With regards to addition to the major, Nov. 1 is the hard deadline for department submittal of accepting wordage with rule change. Faculty senate will meet on January 24.
- Chemistry: Teresa Lavoie moved to Global. DTC and data analytics are part of the new School of Information. Currently looking for a new home, Jill is in Daggy Hall currently. DTC no longer part of English.
- ATLAS: Invest in Cougs accepting applicants. Invest in Cougs is a match saving program, so PELL eligible students would qualify. Emergency grant fund is open, contact Ali Bretthauer with students in need.

- Tri-Cities: group advising starts today. Fully staffed.
- CAHNRS: School of Environment looking for new advisor 1.
- CAS: Advisor 1 position for anthropology now open. Closes Nov 3.

Feb 17 meeting conflict with advising forum.

**Advising Consultant Group**  
**Meeting Date: October 22, 2019 ATTENDANCE**

<b>NAME</b>	<b>TITLE</b>	<b>ORGANIZATION</b>	<b>PRESENT</b>
<b><u>Members</u></b>			
Vacant		Access, Equity & Achievement	
Alexander, Kate	Admissions & Advising Coordinator	Honors College	Yes
Arnold, Donna	Associate Director	Multicultural Student Services	No
Bretthauer, Ali	Project Director	ATLAS	Yes
Casavant, Colette	Academic Coordinator	CAHNRS	Yes
Chow, Anna	Assistant Director/Academic Coord.	Liberal Arts General Studies	Yes
Smith-Colon, Stacey	Academic Coordinator	Carson College of Business	No
Erwin, Heather	Assistant Athletic Director	Athletics	No
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	No
Hammond, Angela	Director Student Services	College of Education	Yes
Johnson, Morann	Academic Coordinator	College of Engineering	Yes
Kincaid, Chrisi	Student Services Supervisor	WSU Online Admin	No
King, Terese	Executive Director of University Advising	ASCC/UAAEC	Yes
Golden, Blaine	Assistant Registrar	Registrar Office	Yes
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Lora, Mariella	Student Services Coordinator	WSU Tri-Cities	No
Dela Cruz, Kim	Assistant Director	New Student Programs	Yes
Oakley, Christine	Director Global Learning	International Programs	Yes
Ramsing, Allison	Academic Coordinator	WSU Vancouver	No
Ryan, Ruth	Associate Director	Academic Success & Career Center	Yes
Stahley, Bill	Manager of Student Resource Ctr	WSU Vancouver	No
Tibbals, LeeAnn	Academic Coordinator	Health Professions Student Center	Yes
Vik, Tami	Academic Coordinator	Communications	Yes
<b>Guests</b>			
Minutes recorded by Tyler Barstow		ASCC	