

Advising Consultant Group

April 20th, 2020

1. COVID 19 as it affects advising (Terese)

- Reasoning Codes for students who are withdrawing. Very few students at this time. When students choose to withdrawal from class, they must give a reasoning code. 3 new codes have been added to the list of choices.
 - Covid Access. These will go to Craig Parks for him to address.
 - Covid Trouble Learning. These will go to all advisors.
 - Covid Other. These will go to the ASCC front desk staff to trouble shoot.
- All these options will be available to choose for students after they submit their withdrawal. There is a small window of time after it has been submitted that the withdrawal can be reversed.
- Final exam blocks have extended from 2 hours to 3 hours. Exams are still intended to be 2 hours long but give students and professors a 1-hour cushion time for technical support.
- We are 2 weeks out until priority registration-lots of holds of student accounts, including holds on housing. Housing will lift holds daily Monday-Friday from 8-6. Holds will apply after those hours. This should last a few weeks until financial issues get worked out.
- Pass/Fail: 326 so far have chosen to opt in to pass/fail grading system wide. Terese will send out an OBIEE query to advisors to run their students through to see who has opted in on a daily basis.

2. UAAEC Update (Colette)

- Changes to Transfer Students' allowable credits coming, currently going through the Senate.
- There was great feedback from Transfer Alive!
- Reinstatement discussion on policies for students related to COVID this semester. Some Institutions have suspended the practice of deficiency and reinstatement to not dismissing any students during this hard time. Terese is working with the financial department to get a better understanding on how that would look for WSU. More to come.
- Academic Planner: More students and departments are welcome to join the pilot. It is running great so far. Please contact Gary Saunders if you would like to join.

3. Degree/major process changes draft (Ruth, Colette, and Tami)

Proposed Student Degree/Major Change Process that was emailed out to ACG Members:

"The ideal process is for the receiving department to meet with the interested student, discuss the program requirements, then send the request to change major/degree to the Registrar's Office (if the student was previously admitted to a major and meets the degree/major benchmarks), or the ASCC (if the student is still wishing to stay in an Area of Interest [AI]). If a student comes to the ASCC, the staff will direct the student to the appropriate department advisor and their contact information.

The ASCC will not admit a student to a major. It is the receiving department's decision.

It is understood that in the week prior to enrollment opening and during heavy advising times, it may be in the student's best interest for an ASCC advisor to change the student's AI prior to meeting with the receiving department."

Draft proposed by Ruth Ryan, Tami Vik, and Colette Casavant. Submitted to ACG 4/20/2020.

- Was suggested that we need a separate plan for Honors included, "for add or removals students need to go to the Honors department."
- It was noted this is not a policy statement, rather it is a process and/or "best practices" statement.
- Statement will be sent to UAAEC to review and approve, then be posted to the advising 411 Page.

4. Continued from 3/16/20 Discussion of ACG meetings being broadcasted through ZOOM (Morann)

- VCEA advisors wanted this brought to the ACG. Historically the members are selected from each perspective departments, and those members would bring back the information to their department to share with their staff. Question was asked if advisors not feeling heard? It was stated that advisors may need their own voices heard in other ways, not just the ACG. It was decided that the representative from VCEA will share the agenda ahead of time with the advisors, and then bring any questions or concerns they have to the meeting, but they will continue to have one representative for each department, as to avoid having too many members in attendance making it harder for each member to speak. If advisors are having specific issues that can always be brought to the Advising Issues Committee as well.

5. Questions from CAS (Anna):

- a. Does the Registrar plan to message students about P/F grading option again? It might be good to attach instructions on how to access academic requirements report to this messaging.*
 - i. All messaging currently is going through the Provost Office. There may be more messages coming out-none planned at the moment. Certainly, instructions can be put together to send out if it is decided to send out another message to students.
- b. If students opt-in for the P/F option, where can advisors access their final letter grade? We had heard letter grades will be posted in their blackboard course space?*
 - i. Instructors are asked to submit letter grades as normal, and the conversion to P/F will happen after grades are issued. If a student decided not to opt into P/F grades their letter grade will not change. The P/F grade will post to their Blackboard for students. The letter grades the instructors give out will not show in MyWSU or blackboard but

should still be stored. In theory advisors should be able to run a query in OBIEE. Once this is figured out Blaine will send instructions.

6. WSU ACADA survey results (Ali):

- A small group was formed to see if bringing back WSU ACADA is in the Universities best interest. A survey was distributed to all advisors. 79% of advisors would like to see it return. The majority said they would be active in the group. Advisors were most interested in having NACADA for advocacy, honors and awards, research, and trainings. Ali will send the group a PDF of revised goals to see if they will meet WSU's standards. From there they will have 2 focus groups of more and less seasoned advisors. After the goals are finalized, they will review the by-laws. If anyone have advisors in mind for these focus groups, please send their names to Ali.

7. Exiting Survey: did departments want a university-wide survey for all (All):

- Should surveys be by department or University wide if we chose to have one? Most advisors have said no, they do not want a survey. Will follow up again next meeting.

8. Possible for advisors to receive all emails sent to WSU students? (Colette)

- tabled until next meeting.

9. Advising Updates (All):

- **Online:** There are courses offered over the summer that are in a synchronist manor. Remind your students when looking at their schedule.
- **Nursing:** Some Pre-Health courses can have a major impact on students if taken P/F (some programs will not accept P/F grades). Remind students to check with a Pre-Health Specialist.
- **Honors:** Reminder, that completing the thesis is only not required if there is a major extenuating circumstance. There was a lot of confusion stemming from a memo that went out to students. Please do not advise students on this matter and send them to Honors directly.
- **VCEA:** Hired a recruitment coordinator that will start the end of May.

- **NSP:** An Alive! Update was sent out to registered students and committed students on further communication. June sessions are officially online. No announcement for July yet, planning to proceed as normal.
- **MURROW:** Hired 2 new advisors, Jeremy, and Jessica.
- **ATLAS:** Crimson Community Grants have expanded their eligibility. Have students apply online to see if they are eligible.

10. Next meeting dates:

- a. May 18
- b. June 16 (moved from June 15)

Member	TITLE	ORGANIZATION	PRESENT
Leverman, Erin	Academic Coordinator	WSU Vancouver	Yes
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	Yes
Gizerian, Samantha	Clinical Assistant Professor	Integrative Physiology & Neuro	Yes
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	Yes
King, Terese	Executive Director of University Advising	ASCC/UAAEC	Yes
Golden, Blaine	Assistant Registrar	Registrar Office	Yes
Lessmann, Jeremy	Clinical Assistant Professor	Chemistry	Yes
Dela Cruz, Kim	Assistant Director	New Student Programs	Yes

Ryan, Ruth	Associate Director	Academic Success & Career Center	Yes
Stahley, Bill	Manager of Student Resource Ctr	WSU Vancouver	Yes
Tibbals, LeeAnn	Academic Coordinator	Health Professions Student Center	Yes
Vik, Tami	Academic Coordinator	Communications	Yes
Gana, Chris	Academic Coordinator	WSU Tri Cities	Yes
Denman, Chanelle	ALP Coordinator	ASCC	Yes
Kimbleton, Leslee	Academic Advisor	Carson College of Business	Yes
Minutes recorded by Crystal Orr	Administrative Assistant	Academic Success & Career Center	Yes