

Advising Consultant Group
September 21st, 2020

1. Reminder: Advising 411 is where course and general announcements are posted, no longer to the Advising List Serve (Chanelle). We will not be sending out announcements via the advising list serve anymore. Announcements will be posted on the Advising411 site. Advisors must log in to see those posts. Send any announcements you have to Chanelle to post. If you need access, please reach out to Chanelle
2. UAAEC Update (Colette)
 - a. Edits from UAAEC on Proposed Student Degree/Major Change Process (see attached).
Advisors collectively want to meet with every student who wants to switch into their program to discuss credits and academics. Would like ASCC to give the student a contact name and number to that perspective college. This would avoid miscommunication. Members would like to bring this up with their colleges with agreed upon 2 days turn around to get in touch with the student. We will bring this back to next meeting to discuss further. The ASCC needs to be able to inform the student what they can expect when connecting them to a new college. Will bring back suggestions next meeting.
 - b. Sequencing of Spring 2021 registration (can Spring 2021 schedules be published without rooms)?
Middle of October leadership will announce what spring 2021 schedule. Will be held for a day after that, then made available for the public. Advisors meet with students as normal (normal timeline) work off Spring 2020 schedule/catalog/courses.

If a student needs a dual campus enrollment to graduate-email the registrars to ask for permission to do so.

Holds will be put on new student transcripts in the next week or so. Advisors should look back and see if any student is missing. 11/9 is Priority Registration.

Advisors should make a plan B option when advising students without the schedule out.

Honors college gets priority as well 11/9.

Can we make a list of general best practices when advising, to help assist when not advising with the schedule of classes live? Very important to do completed advising notes.

- c. P/F Discussion
Policy is back to normal regulations. No more than 21 p/f credits, depending on majors. UCORE no p/f. If it is an elective you can. If grades still shows you can go back to the p/f and convert to a letter grade through the registrar's office. The p/f from COVID will not count towards the 21. If you took a p/f on a UCORE class last spring that is ok. Honors-can take FL p/f for incoming students.
- d. Discussion about communicating to spring deferral/early withdrawal new students
Some students deferred at different times-currently looking into this. Can NSP be included for Alive? Admissions and recruitment. If a student completed Alive orientation but decided to defer enrollment, those students should be on your advising list as they were enrolled initially. Beneficial to reach out to your students with details and dates regarding return deadlines. Around 72 students. Students who deferred but were not here for the first day of enrollment should still have an advising assignment, however they should be receiving communication from admissions.

*Helpful to have someone from housing attend next meeting for more information.

3. Open discussion of Fall Opening (How did it go?)
 - Enrollment change form-took a lot of bouncing around to help the student. Would like to see cohesive work for enrollment if online again. Proposal of extending students ability to self-enroll. Advisors would like that. (first week of classes on Sunday at midnight) This will be requested through UAAEC.
 - Contacting departments verbally was a challenge. All departments should have some form of phone system beyond email.
 - Students had a lot of anxiety about classes-due to Zoom links not being posted until right before class. Limit the amount of links as there are so many. Confusion between Blackboard and Canvas. Enable learning spaces ahead of time for students. These things lead to numerous amounts of emails to advisors. Can OC's in Alive show the students how to check their enrollment? They already do this on day 3.
4. Real time help for students—including other campuses (Ruth)

Question: ASCC is getting some students at drop ins and emails and phone calls from other campuses needing help. Want to put together a list of the contact for the ASCC front desk. Links for Tri Cities and Vancouver will be sent to Ruth.
5. Admit to Major/Release Form Major Clarifications (Ruth)

ASCC gets requests to release from major, then immediately admit to a new major. Those are actually, change of major forms through the registrar's office. Same with anything with Minors.
6. Synchronous/asynchronous courses and WSU requirements (Morann)

Classes that are outside of the College hours. Students are dropping because of this and there for dropping below 12 credits. Due to classes being asynchronous. If classes are a large credit load, and they are being dropped as they are outside of courses times, those students are not then taking enough credits. How can we hold faculty accountable to ensure there is a synchronous learning platform online? Terese spoke to Mary Wack to talk to the Associate Deans. Looking at any options to create more courses if the student needs them. Please bring these classes to your Deans as they come up, to address this. If you are getting these messages from students encourage them reach out to instructor or you as an advisor.
7. Advising Updates (All)

ATLAS-AOE looking for 3 new advising positions.
 Global- training on 10/1-sign up on HRS-Study Abroad basis.
8. Reminder: Fall Advising Forum Monday September 28!
 Sign up!
9. Next meeting dates:
 - a. October 19
 - b. November 16
 - c. December 21

Member	TITLE	ORGANIZATION	PRESENT
Leverman, Erin	Academic Coordinator	WSU Vancouver	Yes
Alexander, Kate	Admissions & Advising Coordinator	Honors College	Yes

**Advising Consultant Group
Meeting Date: September 21, 2020**

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	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	No
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