

UNIVERSITY ACADEMIC ADVISING EXECUTIVE COUNCIL (UAAEC)

9/18/2020

Attendees: Terese King, Jeannie Holt (filling in for Crystal Orr), Karina Aispuro, Matt Zimmerman, Kasey Schertenleib, Kim Dela Cruz, Nancy Wehrung, Waylon Safranski, Samantha Gizerian, Anna Plemons, Jon Walter, Colette Casavant, Joy Scourey, Mysti Meiers, Greg Crouch, Jeremy Lessmann, Thabiti Lewis,

Guest Presenter: Chanelle Denman

Agenda

- **Introductions** – Terese welcomed the new members and each committee member introduced themselves.
- **Advisor Consultant Group (ACG) Report** – Colette Casavant, Chair
 - Student Career or Major Change proposal (attachment) written by a subgroup of the committee and forwarded to ACG for approval. Once approved by UAAEC it will be posted on the 411 page and included as part of advisor training
 - 3rd paragraph – Kasey requested an example in which it is not in the best interest of the student to meet with their advisor. This paragraph came from Ruth Ryan and refers to drop-in advising and is for situations when the associated advisor is not able to be reached.
 - Suggestion to leave paragraph 3 out for now and have a broader discussion on this topic.
 - The hope is that someday this information will be plugged in to a “what-if” report or Academic Planner to alleviate difficult conversations with students that may not be qualified to take a particular course.
 - ASCC will not move one student from one major to another as admitted to major/certified – the new department needs to admit them to major officially.
 - ACG met all summer – request from advisors to see emails that were sent out over the summer to students. Could these communications be sent out to the advising listserv? This is a question for Enrollment Management.
 - Discussed university-wide major exit survey – departments would like to know why students are leaving their degrees.
 - Tri-Cities campus changes the major themselves – student follows up and schedules an appointment with the new advisor.
 - Suggestion to create a list of key contacts in departments - this could just be a list of the Directors of advising in each
 - Collette will take back these suggestions to the ACG – does this document need to come back to the UAAEC? Answer – just as an FYI
- **Spring Registration Update** - Matt Zimmerman, Registrar
 - Priority Registration – begins November 9
 - Spring schedule of classes not visible until mid- October when the university decides what type of teaching delivery (online or in person)
 - Messaging on Advising Priorities – The most important message is the availability of classes. We do have advisors that are stuck on method of delivery. Class availability and progress toward degree is more important than method of delivery.
 - Greg – Fac Senate has been pushing to answer this question with Provost and President – both President and Provost have said that it is likely we will be remote in spring with few exceptions. We cannot wait until right before the semester to make this decision

- Mandatory student COVID testing by spring semester – approved by Board of Regents
 - Discussion on exceptions to dual enrollment. Is this something we want to continue to push? The message needs to be that this current policy should not keep students from graduating on time.
 - Greg suggested that UAAEC should push for dual-enrollment and make it easier to accomplish. Suggestion to provide a memo to faculty senate which will be pushed through to Provost, President and Board of Regents
 - We cannot wait for the budget remodel for this to happen
 - Terese will take a stab at the memo and route it to Faculty Senate.
 - K. Dela-Cruz will share Qualtrics survey from student feedback on how the semester is going – use specific examples
 - Admissions sent out messages to a group of students (~600) that still need to turn in their transcripts. Holds will be placed on students that do not comply. Draft of email requested to be distributed on the advising listserv

- **Academic Regulation 50.** Pass, Fail Grading Options (see page 2 of Agenda)
 - Some confusion in town hall when provost shared about the P/F exception policy. The message that we are following the current policy will need to be communicated with advisors
 - Provost did not mention that UCORE courses are exempt from being able to be taken as Pass/Fail.
 - Matt Z. - Most likely, there are no system catches that courses are UCORE and their office doesn't verify each course. If they receive a Pass/Fail form, they process it. How will this be flagged and communicated to students? Answer: students can petition to have a letter grade because a grade exists; or the Registrar's office can just push it through.
 - Collette will take this issue to ACG and report back to UAAEC

- **Advisor Learning Program Update** – Chanelle Denman, ALP Coordinator
 - Created sessions throughout the fall semester
 - Matt Jeffries - Ally 201 training
 - Working with Study Abroad
 - Reinstatement, University Portfolio
 - Fantastic turnout for the training on Working with student Veterans
 - If you have suggested trainings to present, please send to Chanelle
 - Fall Forum September 28: Many iterations over the past month. Mary Jo Gonzalez welcome, Writing Portfolio changes, T. King – state of academic advising, Provost Chilton will attend. Social Justice lunch discussion. Breakout sessions on Grad Professional School opportunities, all through Zoom
 - Waylon suggested – for new advisors, implement some static information like recorded videos on processes and contact information.
 - Working with new advisors is cumbersome – working on collaborating with advising directors and creating some cohesive expectations. Chioma Heim has been working on advising notes. Waylon will work on Transfer Students. Posting recorded sessions. If advisor wants to create a notebook, they can download materials from the 411 Site.

- **Fall Opening:** Perspectives from the Advising Community
 - How are things going thus far?
 - Reinstatement deadline – Friday of the first week of class – students that are reinstated that late really struggle catching up. Two students were dropped

because of the deadline. Deadline may have been extended because of enrollment concerns. Could the reinstatement deadline be extended to Sunday at 11:59? Concern that it may be an expectation for advisors to respond on Saturday and Sunday. Would be helpful for New Student Programs.

- Suggestion to post registration labs – put things in place that would alleviate the communication required for advisors over the weekend
- Lots more students this semester that did not have a full schedule during the first week of class
- May be a bigger issue this spring because of the number of students that deferred until spring semester and already attended orientation
- Is there a way to look at a list of deferred students and set a timeline for when they will meet with their advisors?
- NSP has been thinking of this population of students a lot – wondering if there can be an email campaign to deferred students with instructions and a comprehensive to-do list.
- Another population that will be seen in spring – students who withdrew early this semester.
- There are several offices that want to have 3 unique communications to this population – coordinate one communication (Fi Aid, SFS, NSP, Advisors, IR, etc.)
- N. Wehrung will get a unique list of these students but suggests one communication coordinated with Michelle Lewis can facilitate.
- ~400 students asked for a deferral – what happens to this population when the courses are still online since that was the main reason, they deferred
- Communication from M. Lewis to go out next week. Is that too early? Might be better to wait until mid-October until the message is sent out. May save the families for being stressed out.
- Request for N. Wehrung to share the communication with this group. She will ask Michelle Lewis and she will get more information about what this communication entails.
- We need a system-wide advising communication plan.
- Jon will run a list of all deferred students and those that dropped out early system-wide for distribution.

Supplemental Information:

UAAEC Meeting Schedule: 2020-2021

- October 9, 2020; 12:30 – 2:00 p.m.
- November 13, 2020; 12:30 – 2:00 p.m.
 - December 11, 2020; 12:30 – 2:00 p.m.
 - February 12, 2021; 12:30 – 2:00 p.m.
 - March 12, 2021; 12:30 – 2:00 p.m.
 - April 16, 2021; 12:30 – 2:00 p.m.
 - May 7, 2021; 12:30 – 2:00 p.m.

50. PASS, FAIL GRADING OPTIONS (Abridged version – Undergrad only)

Pass, fail grading is a student-initiated option, whereby a student elects to take a letter-graded (A – F) course for a pass, fail (P, F) grade.

Pass, fail grading is available to students with the following provisions:

Undergraduate Students:

The university allows up to 21 credits to be taken at WSU on a pass, fail basis by students completing a baccalaureate degree at Washington State University. However, departments and programs may deny their majors permission to take, on a pass, fail basis, courses in their major field or courses needed to meet departmental requirements.

In addition, departments have the prerogative of requesting, from the Office of the Registrar, the letter grade for courses a prospective major has taken on a pass, fail basis. Departments and programs may refuse to accept courses needed to meet requirements if the courses were completed on a pass, fail basis before the student was accepted into the department or program.

In all cases, the advisor's approval is required for an undergraduate to take an A – F graded course for a pass, fail (P, F) grade. Students submit the Enrollment Change Form to the Registrar's Office with advisor approval.

Grading:

The P (pass) grades earned by pass, fail enrollees will not be included in computing the grade point average; however, F grades earned by pass, fail enrollees will be included in grade point average computations.

Information indicating which students are enrolled on a pass, fail basis will not appear on grade rosters transmitted to instructors. Instructors turn in regular letter grades for all students, and grades of A through D are converted to P for those students who are enrolled pass, fail.

Exclusions:

- Courses approved to be graded with one of the satisfactory, fail grading basis (S, F; or S, M, F; or H, S, F; or S, U) as described in Rule 90f or 90k are excluded from the pass, fail grading option. The grading basis for these courses are indicated in the catalog course description.
- No courses designated as meeting University Common Requirements (UCOREs) may be taken pass, fail.
- No courses offered under the HONORS course prefix may be taken pass, fail.

Deadlines:

A student may change a regular letter-graded enrollment to a pass, fail enrollment, or vice versa, during the first three weeks of classes in a semester. After the third week and through the last day of instruction in a semester (end of the 15th week), only a pass, fail enrollment can be changed to a letter-graded enrollment.