

# University Academic Advising Executive Council (UAAEC)

## Meeting Minutes: 3/12/2021

### Attended:

Aispuro, Karina	Gizerian, Samantha	Orr, Crystal ( <i>Admin.</i> )	Wack, Mary
Alvarado-Young, Kelly	King, Terese ( <i>Chair</i> )	Safranski, Waylon	Walter, Jon
Bond, Robin	Lessmann, Jeremy	Schertenleib, Kasey	Yocum, Darren
Casavant, Colette	Lewis, Thabiti	Scourey, Joy	Zimmerman, Matt
Crouch, Greg	Mickey, Kim	Stout, Sara	

### Agenda:

#### 1. **Advisor Consultant Group (ACG) Report** – Colette Casavant

- Discussion on advising UAAEC plan for communication.
  - ACG members prefer over communication so putting things on the listserv as well as the Advising 411 site is good.
  - Time sensitive announcements or information should go out on the Advising listserv.
  - Continue to begin email announcements with – ATTN: specific audience/campus
  - Some advisors do not look at the 411 page; Placing course announcements, reminders, procedural steps, etc. can be archived on the Advising 411 page; Advisors need to get into the habit of using this site.
- Discussion on Fall advising.
  - Advisors are asking for a simple way to identify or locate late start classes (week 9) for students who may need to add 1 – 3 credits back into their schedule to remain full time.
- Discussion on Canvas and the advisor’s role. See agenda item #2 for feedback.
- Study abroad summer canceled.

#### 2. **Canvas – Overview of Advising Roles for Fall 2021**

- Advisors are able to have an individual account or a shared group account
  - **Reminder: Blackboard expires August 21, 2021;**
  - It would be helpful to get instructions on how to set up Teams channels for advisors; (Anna Chow); Who should advisors contact if they want to try the TEAMS option? (Colette)
  - Advisors would be given the Observer Role – Read-Only access to student’s Canvas
    - A “Sandbox” was created for advisors to play in and get to know the program.
    - An email was sent out with timelines on when blackboard is ending (Aug. 21, 2021)
    - The Observer Role is a tool for advisors to use, like OBIEE or Imaging is a tool;
    - There is no expectation on advisors to use this tool; but for those that want it, they have it;
    - NSP and Alive will train students on how to use Canvas; so advisors don’t have to teach it;
- Pro’s/Reasons Advisors should use the Observer role in Canvas:*
- Thabiti Lewis (WSU-V) shared, “We emphasize intentional advising for our first year students so I think the Observer role is important to student success.”
  - Dr. Wack reminded advisors that the first 3-6 weeks is crucial; Canvas is another tool to help intervene with students;
    - MW is working with a small focus group of faculty and advisors to gather feedback; it was suggested to start a smaller pilot in the Fall rather than having all advisors use it;
    - Templates are being created for how faculty are using Canvas – this will help bring consistency in use across courses;
    - MW stated the decision hasn’t been made yet if the advisors will need to opt in or not; more to come;

- 25% of all WSU courses are ramping up to move to canvas; data from Canvas can be drawn out and put into MyWSU.
- Course design & assessment are available; early warning pilot in the first few weeks;
- “We emphasize intentional advising for our first-year students, so I think the Observer role is important to student success.” Advisor comment.

Concerns regarding Advisors having the Observer Role in Canvas:

- Sara Stout shared that Comm advisors don’t want their students to assume the advisor is the expert on canvas, operating logistics, and how to use it or negotiate it;
- Anna Chow shared concerns about advisors seeing too much and blurring the role between advisors and faculty; not wanting to overstep roles;
- Colette – agreed that this was a concern among CAHNRS advisors; agree that a pilot is a gentle way to figure this out;

What is the expectation of advisors to use this?

- Greg – It’s a tool; one among many; you can’t have an early warning system without good course design that demonstrates student attendance and engagement;
- Having aggregated data to make decisions would be helpful; not using Canvas as a way to micromanage students (Kasey, Colette)
- Thabiti – we need to get faculty to front load assignments so we can assess;
- Greg – it is important that faculty use one platform vs. multiple platforms (e.g. zoom, top hat, canvas, teams, slack, Panopto, adobe creative cloud, etc.) that student need to learn;
  - Murrow is limiting the number of platforms used by their faculty;
  - This can impact course costs for students;
  - We need to look at policies around platforms that can integrate with Canvas (LMS); we need to limit this cost and confusion for students;
  - There are people and resources to help with the transition to Canvas. Faculty wanted to switch to canvas for many reasons, one being that we can pull and use the data from Canvas to identify at risk students at a glance. Navigate has not been used system wide to identify at risk students, more for appointments being made.

Conclusion: Currently there is no obligation to utilize this observer role tool. A volunteer group of advisors will be looking at the tool and testing the role; Feedback will be provided at the next UAAEC meeting in April;

### 3. Advising Community Updates:

#### a. Communication Plan

- Advising Listserv updates: Removed staff that are no longer at WSU. Adding newly hired staff. There is a gap in faculty advisors utilizing or even having access to the Advising Listserv; anyone with the advisor role will be added to the listserv and not allowed to unsubscribe;
- Advising 411 site refresh: Would like to do this in the summer. Need feedback as to what advisors want on the site and how to access it; What’s most important to advisors? What do you want to see? Anyone interested in joining a small group to address the website refresh should contact Terese King, [taking@wsu.edu](mailto:taking@wsu.edu)
- Communication Plan sub-committee: If you would like to be on this committee, please let Terese know as well; [taking@wsu.edu](mailto:taking@wsu.edu)

#### b. Transfer Alive Program – Kelly Alvarado-Young

- Thursday/Friday, April 1 & 2, 2021
- Registration (WSU-P only) is now open, 30 students are registered for Transfer Alive currently. Goal is 200 students;
- 2-day program as its intended for transfer students.

- iv. Program Schedule will be sent out early next week and posted to campus partners Teams site as well.
- v. Kelly shared a file with numbers of students per academic interest. This will impact the number of advisors that are needed.
- vi. It was suggested that Admissions prioritize transfer student applications to process.

**c. Deferred Student Working Group**

- i. Staff from multiple groups/Colleges will talk about students who had deferred their Spring Semester and/or Fall 2020 Semester
- ii. We want to look at advising and registration options for students who have already completed Alive already. More to come.
- iii. Next meeting is Monday March 15<sup>th</sup>, 2021.

**Future Meetings/Spring - 2021**

- April 16, 2021; 12:30 – 2:00 p.m.
- May 7, 2021; 12:30 – 2:00 p.m.