Agenda/Notes

- **Advisor Consultant Group (ACG) Report** – Stacey Smith-Colon, Chair
  - DEIJ Statement, hopeful that ACG and UAAEC can adopt this statement. Suggestions for the draft statement can be sent to Collette.
  - A sub-committee has formed to discuss decoupling advising and registration from New Coug Orientation sessions. Sub-committee members are currently exploring what other universities do to separate advising/registration from orientation. Anyone interested in joining in on the research and discussions, contact Alecia Hoene.
  - WSU ACADA is underway- large interest in having a listserv or Teams channel.
  - Discussion on advisor’s work hours and what the expectation is for replying to students after/outside business hours. Most advisors work the 8-5 model, and do not respond to students outside of those hours. On the last student survey, less than 15% of students wanted contact with their advisor outside of those hours. Outlook has an option to schedule emails to be sent at a specific time during the work day rather than during off hours.

- **Student Self Service Improvement Task Force** – Stacey Smith-Colon
  - Group of advisors from across the system have come together to review the self-service experience for students. Working currently to create a survey tool to send out to students to get their feedback. The Registrar’s Office has been invited to join the Task Force since much of the processes belong to them.
  - This group was formed with the intent to look at the barriers that students face when trying to register for classes by themselves. This would alleviate the high volumes of emails that advisors get from their students who are struggling to register for classes on their own.

- **Discussion on the Role of an Academic Advisor at WSU**
  - Core Advising Responsibilities  *(see attached)*
When are students introduced to the advising/registration tools? In the past few years, students begin to learn how to find and use the tools during orientation/ALIVE! As WSU moved away from providing a hard copy catalog and schedule of classes to students, the task shifted to being the advisor’s responsibility to introduce and teach the tool. Appointment timeframe is a large factor.

Utilizing an online module at the correct time might be more meaningful to students. Advisors could direct students to the module, rather than teaching students how to use the tools within their advising appointment.

Looking at what should be on the list but is not listed currently.

Where does Slate fit in?

Students want weekly communication from their advisors, per the student satisfaction survey.

Upcoming Spring Semester Meetings:
- March 20, 2023; 11:00 a.m. – 12:00 p.m.
- April 17, 2023; 11:00 a.m. – 12:00 p.m.
- May 15, 2023; 11:00 a.m. – 12:00 p.m.