

University Academic Advising Executive Council (UAAEC)
3/20/2023

Andrew Brewick	Colette Casavant	Joy Scourey/Myla Walter	Samantha Gizerian
Anna McLeod	Crystal Orr (Admin.)	Karina Aispuro	Sara Stout
Anna Plemons	Darren Yocum	Kim Mickey	Shelley Pressley
Bill Davis	Debbie O'Donnell	Matt Zimmerman	Stacey Smith-Colon
Carrie Ben-Yisrael	Jeremy Lessmann	Nikolai Sublett (ASWSU)	Terese King (Chair)
Christine Horne	Jon Walter/Nathan Lindsted	Robin Bond	Thabiti Lewis
Kasey Schertenleib	K. (Siva) Sivakumar		

*Boded = Present for meeting

Agenda

Advisor Consultant Group (ACG) Report – Stacey Smith-Colon, Chair

- 3/6/ last meeting. Announced call for nominations for Co-Chair with Laura Welch. No nominations as of yet. Any advisor can run for ACG Co-Chair. Advisors who are interested in the Co-Chair position or would like to nominate someone for the Co-Chair position can follow this link: <https://forms.office.com/r/YA1pySnKX> The term for the co-chair position would be from June 2023 - May 2024, and then the person would become chair of ACG from June 2024 - May 2025.
- Discussed decoupling academic advising and program coordinator roles/responsibilities per area.
- ACG officially adopted DEIJ statement. Would like to include the language in position postings.
- NCO Advising decoupling workgroup has wrapped up and sent off an update on March 13, 2023 to Michelle Lewis, regarding their recommendations on advising/registration models for new students. We would like the advising community in Pullman to look at the proposal for NCO.
- Student Self Service Improvement Task Force Updates
 - Met 4 times. Work has been done on reviewing registration errors, so that advisors better understand what errors the students are receiving and why. Language has been modified so that it may be better understood from students/staff. Stacey will be sending out a document to advising staff when these changes go live.
 - When students search for a course, the search will default to show courses that are available on their own campus only.
 - A draft for surveying the students is underway as well.

Core Advising Responsibilities *(attached)*

- The document was reviewed by UAAEC members during the meeting. The core advising responsibilities are meant for advisors system wide.
- We need to add a statement at the beginning of the document; something like 'this document is designed to be used for.... And then who these responsibilities are directed at, including faculty and primary role advisors.
- Also add a statement that it is the expectation that all advisors assigned to a student work together to assist the student in achieving/realizing their academic goals.

Advisor Positions Posted

- Student Services Coordinator/Advisor 2: Coord. Of the Advisor Learning Program – ASCC (posted 2/28/2023)
- Academic Coordinator/Advisor 1 – Murrow College of Communication (posted 2/3/2023)
- Academic Coordinator/Advisor 2 – CAHNRS, Animal Sciences (re-posted 2/2/2023)
- Academic Coordinator/Advisor 2 – VCEA, School of Mechanical and Materials Engineering – Bremerton (posted 12/29/2022)
- Academic Coordinator/Advisor 1 – VET MED, DVM Student Services (posted 1/20/2023)

Advisor Positions Anticipated Postings

- Academic Coordinator/Advisor 1 or 2 - AMDT
- Academic Coordinator/Advisor 2 – Academic Success and Career Center (ASCC)

Upcoming Spring Semester Meetings:

- April 17, 2023; 11:00 a.m. – 12:00 p.m.
- May 15, 2023; 11:00 a.m. – 12:00 p.m.