

University Academic Advising Executive Council
Minutes
May 24, 2017

1. DRAFT Promotion structure for academic advisors discussion

- College Advising Directors are working with Human Resources to put together a structure for advisor promotion. The structure is based upon advising promotion already in place by Business and Indiana University-Bloomington.
- There are Advisor 1s who could promote up to Advisor 2 levels but there is very little opportunity for Advisor 2s to promote to Advisor 3s because of the supervisory part and available Advisor 3 positions. A possibility to have an Advisor 2 be split into distinct and separate titles to facilitate promotion without leaving Advisor 2 level.
- Draft comments:
 - Under “New Hires”, one of the qualifications is prior undergraduate advising experience. What if the applicant has graduate advising experience?
 - Moving from Advisor 2 to 3, not many levels are in the system and very little Advisor 3s.
 - Do these line up with Student Services Coordinators, Advisor 1, 2, 3? The committee has worked with HR on Academic Coordinator, Advisor 1, 2, 3 but not the Student Services Coordinator.
 - How do advisors advance –advisors put together the material, department reviews and approves, college dean reviews and approves then (potentially) goes to UAAEC as the independent party review and to make recommendations.
- Working with HR and still developing promotion leave and how to allow current advisors to move up through the system.

2. Equitable Advising pilot report

- Spring’s data significantly different than fall because of larger cohorts.
- Of the students in cohorts, 4.5% were academically deficient at the end of spring semester versus 9% of students who were not in cohorts.
- Cohort advisors will do a random selection of students within the same class group who were in the cohort versus those outside of the cohort to see if students are getting themselves in classes.
- Communication going out to the cohorts during the spring was varied by each program and seemed to work better than the common communication used in fall.
- Waiting for new resources on the student side regarding the mechanical side and training aspect. There will be short snippets on how to do various functions within my.wsu. ESG is moving to the 9.2 platform in my.wsu so this project is on hold until the new change takes place.
- There are two milestones under development that students must meet by the end of their second semester of their freshman year before they can move into a cohort.
- For the fall and spring cohort, Samantha was identifying those students who qualify for the cohorts and manually putting them in. Need to have a solution for this.

3. Discussion and Demonstration of GUIDE a new resource for students

GUIDE is a new program on students’ phones letting them know where they are at in their academic careers and gives them nudges along the way to complete tasks. This will be piloted

with ALIVE sessions one and two. For the video and information you can visit the website:
<https://cougarsuccess.wsu.edu/guide>.

Launch for the other campuses is delayed at this time.

4. Updates

a. Academic Regulation 38B impact

This is the new regulation regarding first time, first semester sub 1.0 GPA students who will be recessed one semester. There were 11 students system wide in spring who fell into this category. Will need to see what happens in the fall as more are deficient.

b. Service Indicator guidelines

According to a query Terese ran, there were 4,760 holds on students' account. We don't yet know how many individual students that really is as some students have multiple holds. The top ten holds were:

- Undergraduate Advising
- University Receivables (all types)
- Student Finance – Owes a balance
- Writing Portfolio
- Ugrad Academic Deficiency
- Conduct, there are three and the subcommittee is working to find information on the various holds and how they affect registration
- Academically Dismissed
- Housing
- Measles/H&W

The UAAEC sub-committee tasked to put together guidelines for new service indicators have developed a list. There wasn't an opportunity to talk to different departments about the timing, availability students can resolve holds, and removal of a hold after it had expired. The committee wanted to go through the list to see how it fell in line with their list. Part of doing this is thinking of ways we might resolve other holds.

5. Other

There will be one meeting mid-summer. It was proposed to have two or three meetings in the fall and three in spring for next year. Susan will send out a doodle poll on meeting days and times.

It was suggested with fewer meetings to set up an email distribution list for this group, have a person maintain it and relay information from other members.

Jon Walter has taken a Data Scientist position at Institutional Research beginning June 1st. An opportunity to hire the half-time training coordinator and advisor position is possible.

Student Financial Services will host the Annual Conference for Campus Partners on July 18th. Contact Joy Scourey for more information.

Meeting adjourned at 2:10 p.m.

University Academic Advising Executive Committee
Meeting Minutes
Meeting Date: 5/24/17

ATTENDANCE

| NAME | TITLE | ORGANIZATION | PRESENT |
|---------------------------------|--------------------------------------|--------------------------------|----------------|
| <u>Committee Members</u> | | | |
| Ackerson, Sara | Academic Coordinator | College of Business | No |
| Austin, Erica | Vice Provost – Academic Affairs | Provost Office | No |
| Bond, Robin | Clinical Associate Professor | Honors | Yes |
| Canty, June | Associate Vice Chancellor | Academic Affairs WSU Vancouver | Yes |
| Dixon, Brian | Assistant Vice President | Student Financial Services | Yes |
| Gizerian, Samantha | Clinical Assistant Professor | Integrative Physiology & Neuro | Yes |
| Hermanson, Fran | Executive Director | Institutional Research | No |
| King, Terese | Director | ASCC | Yes |
| Lessmann, Jeremy | Clinical Assistant Professor | Chemistry | Yes |
| McAteer, Kathleen | Assistant Vice Chancellor | WSU Tri-cities | No |
| McMahon, Colleen | External Committee Vice Chair | ASWSU | No |
| Meiers, Mysti | Academic Coordinator/Advisor | WSU Tri-cities | No |
| Mordhorst, Todd | Public Relations Com Coord | Provost Office | Yes |
| Morgan, Amanda | Associate Director | New Student Programs | No |
| O'Donnell, Debbie | Director | Global Campus | Yes |
| Poch, Susan | Assistant Vice Provost | Office Undergraduate Education | Yes |
| Pomerenk, Julia | University Registrar | Registrar | Yes |
| Schneider, John | Associate Dean | College of Engineering | No |
| Scourey, Joy | Senior Associate Director | Student Financial Services | Yes |
| Stout, Sara | Director of Student Services | Program in Communication | Yes |
| Wack, Mary | Vice Provost for Undergrad Education | Office Undergraduate Education | No |
| Walter, Jon | Assistant Director | ASCC | Yes |
| Wehrung, Nancy | Senior Associate Director | Admissions | No |
| Yocum, Darren M | Executive Director | Enterprise Systems | Yes |
| <u>Guests</u> | | | |
| | | | |

MEETING LOCATION

Meeting Location: CUE 512

AMS: Tri-cities

Vancouver