**Advising Consultant Group**

**January 25, 2016, Minutes**

**CUE 512**

1. Minutes, Posted to website
2. Committee Updates
	1. Assessment of Advising Workloads Committee
		1. Report of findings
* A recap of the advising workload survey was discussed.
* Survey was broken down into core advising / work related advising / other duties.
	+ 1. How to share those and suggestions on what to do with the data
* Discussion how to share data results with the Provost.
* Prepare report regarding data for presenting to ACG then UAAEC.
	1. Advising Issues
		1. New issues; newly defined process for submitting an issue for consideration. Form to be put on the web.
* The updated procedures on how to handle the Advising issues were presented.
* ALEKS was a continued topic regarding making the Math testing a requirement before coming to ALIVE Orientation—will view a letter Engineering sends out to use.
* Bigger concern: students weren’t retaking the ALEKS when they needed to.
* Issues Sub-Committee will prepare summation and recommendations of ALEKs issue. Will be sent to UAAEC for their discussion.
	1. Communication/Newsletter - Tabled
	2. Forum Planning
		1. Discussion topic: Forum topic and collaboration
* Recap:
* All things concerning advisor’s professional develop and total cost to put these programs on annually brought to attention of the Colleges.
* Advisor’s professional development would be half day and other half being Best of Region.
* Previous Transfer Clearinghouse training had good response and was suggested to include that into the forum.
	1. Technology
* Committee discussed offering more personalized training on editing the Blackboard Advising Course and better understand their college’s need for the course.
* Requested help of ACG members to gather list of advisors and the main contact.
* An email was sent out with link to the editable spreadsheet to ACG.
1. Other Updates
	1. Academic Affairs Committee (AAC)
		* Discussion regarding students taking “M” courses before completing Writing Portfolio.
		* Question about putting a pre-requisite on all 400 level “M” courses – this is an area for departments.
		* Advisors are strongly encouraged to tell students not to take 400 level courses in earlier years when underprepared.
	2. ACADA Executive Committee – (no representative report)
	3. Transfer Clearinghouse
2. Transfer equivalency for ROOTs
* Advising issue: official transcript has “transfer” in title for HIST 305.
* Discussion with Jesses Spohnholz and Clif Stratton about omitting it form the title. Didn’t want to as transfer students need to sign up for 305.
* Transfer equivalencies: History &128=ROOTS, HIST &127=Humanities and HIST &126 = Diversity.
* Going back to spring, summer, and fall 2015 – looking for students who need these courses applied.
* Deadline is before beginning of spring advising.
1. New discussion topics
	1. SSC Campus permissions discussion - Doug Juneau
* Roll out to WSU on February 29th.
* Created new Roles:
	+ Mike Corwin – the administrator of the Roles.
	+ Administrator includes Athletics, Access Center, Dean of Students, and Financial Aid.
* Administrators in local areas – access to make minor adjustments.
* Advisor tied to my.WSU will automatically feed to SSC Campus.
* Advisor Athlete – includes WSU and WSU Athletics as they currently use Grade First.
* Front desk personnel who can manipulate advisor’s appointments (Ex. ASCC)
* High Level Administrators: Provost, Deans, and Chairs can view student data.
* Training next week (see below).
* Request Role using same routing process as my.WSU.
1. Additions to the advisement report – Suzanne Lambeth/Ruth Ryan
* Advisement Reports will now list undeclared student’s interest areas.
* Areas with more than one option, options will be listed.
* Students with multiple areas will be directed to talk to their advisor.
* Asked to add verbiage regarding running a What-If report – this will be looked at.
* Roll out the first of March.
* UAAEC will meet Friday and can send out email with official announcement; sent 2/5/16
1. Advising and the Student Success Proposal initiative
* Budget reallocation went into pool for Research and Student Success.
* Research and Student Success must be collaborative with other colleges.
* Page 2 of handout shows number of proposals colleges can submit.
* ACG and UAAEC offered their assistance in advising if Colleges would like.
* Letter of intents are due February 15th to the Provost Office.
* Full proposals are due April.
* Area of focus – Provost is anticipating to receive something from advising.

**Don’t Forget:**

SSC/EAB on campus February 3. Advisors are invited to participate in interactive training sessions Feb. 3 as EAB representatives will be on hand to introduce Campus. The latest development of the SSC includes online advising appointment scheduling capabilities, among other enhanced features.

There will be training sessions from 9:30 a.m. to 11, and another from 11:15 a.m. to 12:45 p.m. on Feb. 3. Advisors are encouraged to attend either session. All of the sessions will be held in ITB 2025 and advisors should bring their laptops to participate in the training on the SSC Campus test site.

Please email provost.social@wsu.edu with any questions about the training sessions.

Meeting adjourned: 1:31 p.m.