**University Academic Advising Executive Committee**

**Minutes**

**January 29, 2016**

Minutes (posted to the website)

**Continued Discussion**

* Academic Advising changes
* Institution Research will have five years migration data showing where a student begins and ends their academic career, currently there are two years of migration data.
* Goal is to have student remain with same advisor during academic career.
* Advisors know where students go from their majors so it may be possible to cross-train before migration data is available.
* Decided to put memo forward to Erica Austin regarding advising changes, mandatory training for all advisors following up with required refresher trainings.
  + These trainings would be in partnership with ACADA, to include best practices in advising and institutional policy and procedure. Student Services offices should be included. Build in incentive for participation.
  + Additional training ideas were to use the digital classroom or Bryan 406 for training. Prepare Ted talks on advising
  + Develop an online training for advisors with modules and perhaps put forward a Seed Grant to research various models of advising for review.
* Conditional continued enrollment
  + Freshman Seminar updates
* President has asked all to do a freshman seminar.
* Beginning fall 2017 all incoming freshman will take a freshman seminar.

Discussion of how to utilize existing intro to major courses to deliver student success information.

* SSC Campus and ability to text students (cont.)
  + Sub-Committee report - Amanda Morgan, Rebecca VandeVord, Joy Scourey, Jeremy Lessmann
* Student Success Collaborative has the capacity to send text and is in testing phase.
* Students can opt in when filling out their Admission application.
* Advisors need to be mindful how much they text students.
* All texts go through the system with a virtual number.
* How broad of a policy should there be.
* Concern: permission issues, i.e. parents.
* Document of best practices and examples of appropriate text send to ACG and also to UAAEC.

**New Discussion Items**

* Advisement Report additions – Suzanne Lambeth
* Advisement Reports will now show student’s interests they have indicated when applying and coming through ALIVE.
* Notation will be included to tell students the requirements may change.
* February 8th will be the roll out date.
* Best way to get out this information is an ACG message via the advising listserve and possibly WSU Announcements as well.
* Memo from UAAEC sent to advising listserv, 2/5/16
* SSC permissions discussion – Doug Juneau
* Created new roles were discussed:
  + Mike Irwin is the administrator of the Roles.
  + Athletic Component – Wanda Tennant.
  + Administrators in local areas – will have access to make minor changes.
  + Advisors – currently all who have advisory Roles will have access
  + Advisor Athletics – certain permissions needed above and beyond the Advisor Role.
  + Front desk personnel – example would be ASCC who would need to manipulate advisor appointments when necessary.
  + Provost, Chairs, Deans, and Directors – view the system, look at pre-built reports, and access to student information. Unable to change any information.
  + Roll out to WSU on February 29th.
* CourseKeepers/My Academic Planner – what are our needs? – Rebecca Vandevord
* Contacted by sale people regarding Platform allowing students to map out their four year plan.
* A group consisting of Michael Corwin, Doug Juneau, Susan Poch, Julia Pomerenk and others to review these and have conversations.
* Could SSC or myWSU have the capability to allow students to map out their plan? ESG says my planner is ready to be released into myWSU.
* Students need to be aware that their four year planner is not the official document but the Advisement Report is for graduation.

**Updates**

* Sub-committee updates
  + Professional Development
* Fall and Spring Forum activities were listed with a proposed total budget of $7,000.
* It was suggest to increase the $7000 amount and to move the WSU ACADA Regional and National Conferences to the top of the list.
* WSU ACADA will partner with Best of Region for a forum. Best of Region requested the morning portion.
  + Service Indicator Project
* Daren Michael sent list of all service indicators, date they are put on, and how it impacts the students.
* Three new ones were added in the fall.—two for Student Financials and one for the Graduate School.

* ACG Updates:
  + Advising Workload survey results
* Jeremy Lessmann reported the statistics gleaned by the workload survey sent to advisors on the Pullman and Global campuses.
* More detailed information will be put together in summary form.
  + High end advising of 900 students is an assignment issue.
  + Too high of a percentage of non-advising tasks advisors are doing.
  + Comments from the survey were to have more consistent training for advisors, loads evened out, and less advising changes.
* Concern: High turn-over of advisors due to no opportunities for advancements.
  + Academic Advising Issues
* Policy change needs to be addressed on handling issues that come through.
* ALEKs placement test – students come to ALIVE not having taken it.
* Problematic to place student in the correct math.
* Sub-committee will put forth their recommendation to ACG and to UAAEC with their recommendation.
* Could more be done?

Meeting adjourned: 2:30 pm

**University Academic Advising Executive Committee**

**Meeting Minutes**

**Meeting Date:**

**Approval: \_\_\_\_\_\_\_\_**

**Recorded By:**

**ATTENDANCE**

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| --- | --- | --- | --- |
| **NAME** | **TITLE** | **ORGANIZATION** | **PRESENT** |
| **Committee Members** |  |  |  |
| Canty, June | Associate Vice Chancellor | Academic Affairs WSU Vancouver |  |
| Crawford, Cristie | Academic Coordinator | CAHNRS Academic Programs |  |
| Dixon, Brian | Assistant Vice President | Student Financial Services |  |
| Elstad, Catherine | Associate Dean | Honors College |  |
| Fisher, Valorie | Academic Coordinator | Animal Sciences |  |
| Gizerian, Samantha | Clinical Assistant Professor | Integrative Physiology & Neuro |  |
| Hermanson, Fran | Executive Director | Institutional Research |  |
| Heyne, Dylan | Assistant Director, University Affairs | ASWSU |  |
| King, Terese | Director | ASCC |  |
| Lessmann, Jeremy | Clinical Assistant Professor | Chemistry |  |
| Meiers, Mysti | Academic Coordinator/Advisor | WSU Tri-cities |  |
| McAteer’, Kathleen | Assistant Vice Chancellor | WSU Tri-cities |  |
| Morgan, Amanda | Associate Director | New Student Programs |  |
| O’Donnell, Debbie | Director | Global Campus |  |
| Peterson, Wendy | Director | Admissions |  |
| Poch, Susan | Assistant Vice Provost | Office Undergraduate Education |  |
| Pomerenk, Julia | University Registrar | Registrar |  |
| Schneider, John | Associate Dean | College of Engineering |  |
| Scourey, Joy | Senior Associate Director | Student Financial Services |  |
| Skinner, Matt | Chief Enterprise Systems Officer | Office of President |  |
| Stout, Sara | Director of Student Services | Program in Communication |  |
| Vandevord, Rebecca | Assoc. Dir & Dir E learning | Global Campus (Online) |  |
| Wack, Mary | Vice Provost for Undergrad Education | Office Undergraduate Education |  |
| Yocum, Darren M | Executive Director | Enterprise Systems |  |
| **Guests** |  |  |  |
|  |  |  |  |

**MEETING LOCATION**

Meeting Location: Lighty 403

AMS: Tri-cities