University of Wisconsin-Milwaukee
Work Group for Undergraduate Advising (WGUA)

MINUTES

March 19, 2015 – 3 to 4:30pm
Chapman 211

Call to order at 3:05pm

Present: Gesele Durham, Phyllis King, Kay Eilers, Rodney Swain, Rob Smith, Brian Hinshaw, Angie Sadowsky, Jennifer DeRoche
Excused: Louis Molina, Scott Emmons, Warren Scherer, Robin Jens

1. Updated WGUA draft charge and timeline (Durham, Eilers, King)
   a. Reviewed updated charge for the work group which was also shared with the Provost.
   b. Reviewed updated timeline for the work group including the focus areas for first 8 weeks of the WGUA.

2. Question sets for stakeholder meetings/focus groups (DeRoche & Jens)
   a. Reviewed question set designed for student focus groups.
   b. Reviewed draft of focus group implementation plan.
      i. Facilitators assigned for 3 focus groups during the first full week of April.
      ii. Jennifer to create a paper survey for participants to complete.
      iii. Kay to add NSSE and other advising questions to Mapworks Spring Check-Up survey which launches March 23.

3. State of advising at UWM (Durham, Molina, Sadowsky)
   a. Reviewed “Academic Advising at UW-Milwaukee” document prepared by Gesele and Angie including how advising works for students, advisor duties, and advisor expectations.
   b. Discuss the need to survey advisors regarding these topics (how advising works for students, advisor duties, and advisor expectations).
      i. Angie and Jennifer to review and revise this document.

4. National best practices (Eilers, King)
   a. Tabled this conversation until the next meeting.

5. Assignment of tasks for next meeting
   a. Action Items:
      i. Jennifer to create a paper survey for participants to complete.
ii. Kay to add NSSE and other advising questions to Mapworks Spring Check-Up survey which launches March 23.
iii. Angie and Jennifer to review and revise this document.
iv. Rodney to identify faculty advisors from L&S.
v. Brian to pull the list of advisors from PAWS to determine faculty advisors.
vi. Gesele will send focus group invitations to facilitators.
vii. Phyllis and Kay to continue reviewing best practices.

Meet adjourned at 4:31pm

Next Meeting: Thursday, March 26th from 3 to 4:30pm