University of Wisconsin-Milwaukee

Work Group for Undergraduate Advising (WGUA)

MINUTES

March 26, 2015 – 3 to 4:30pm
Chapman 211

Call to order at 3:05pm

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

1. Review of best practices
   a. Reviewed CAS Standards and NACADA core values and concept of academic advising. Recommendation to review the website UW-Madison has created to document their institution’s best practices including an organizational chart of the layout of advising at their institution.
   b. EAC used a number of these resources as well as those from other institutions to create the overarching areas for advising at UWM. The idea was to create a real world application of these practices.
   c. Gesele, Angie and Jennifer met to create an organizational chart for advising at UWM. Reviewed this draft and discussed the student experience related to the current structure. Consider creating versions or paths for different student experiences (i.e. decided w/no major change, multiple major changes, athletes, online, etc.)

2. Conversation structure for stakeholder focus groups
   a. Reviewed page xix of Next Generation Advising booklet with diagnostic questions. Discussed using this to frame the discussion with stakeholders starting next week by asking that they provide responses from their own experience at UWM.
   b. Could consider asking questions based on the CAS Standards as well or instead.
      i. Proposed using a modified version of page xix of Next Generation Advising booklet of diagnostic worksheet as a conversation starter: Add a section about how important is each item from your perspective. Remove section two completely.
      ii. Must be mindful of how this is introduced when sharing with the meeting guests.

3. Student focus group preparation
   a. Reviewed updated focus group plan and timeline.
b. Distributed responses to 2014 survey regarding academic advising perceptions on campus.

4. Website structure and layout
   a. WGUA website launched.
   b. Conversation tabled for a future meeting.

5. Assignment of tasks for next meeting
   a. Action Items:
      i. Angie will work on updating the diagnostic worksheet for use at the upcoming stakeholder meetings. She will share this with Gesele for distribution.
      ii. Angie, Jennifer and Gesele will continue working on the academic advising at UWM documents.
      iii. Jennifer will make final edits on student survey and share with the group.
      iv. Kay will finalize rooms for student focus groups.

Meeting adjourned at 4:36pm.

Next Meeting: Thursday, April 2nd from 3 to 4:30pm – ASALC and EAC will be guests during this meeting.