University of Wisconsin-Milwaukee

Work Group for Undergraduate Advising (WGUA)

MINUTES

May 7, 2015 – 3 to 4:30pm
Chapman 401

Call to order at 3:04pm

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

1. Review of Open Forum content
   a. Discussed format of the meeting. Consider allowing more time per theme if open forums are used again.
   b. Key points from themes
      i. Consistency: Case load, methods to work smarter, tools and procedures, consider advising syllabus, mandatory first year advising
      ii. Undecided: Need to consider all types of “undecided”, curricular details, credit threshold to declare, effectiveness of referral process
      iii. Communication: Dissatisfaction regarding who is covered by various tools (Mapworks for FY students; Success Collaborative for enrolled students), desire for faculty to provide information to professional advisors regarding students, communication among advisors is good when relationships exist however there is not a standard procedure regarding when to make the referral
      iv. Tools and technology: No one size fits all tool. Desire for notes across campus but no one system exists across campus for this. Campus-wide advisor training would be useful for new advisors (1-hour weekly course, online format). Would need central organization of this training for delivery. Permissions in PAWS (change of major/program process, permissions for class, retroactive credits)
      v. Career: Advisors generally don’t have the time to do the career planning. Students want the trending information – can get this from faculty and CRPC. A guide which helps students with when to think about various milestones (i.e. declaring major, internship, research, etc.). Need for a tool for referrals.

2. Top areas for consideration:
   a. Overarching theme: What is best for the student?
b. Process and needs of students – Just-in time advising compared to relationships building, appointment scheduling process, web of advising, removing barriers

c. Training – Core expectations for all advisors (professional and academic), advising syllabus and learning outcomes, consider CAS standards

d. Technology – What are we going to use, how and when? (Success Collaborative, Mapworks, Cattracks, PAWS, D2L)

e. Caseload – reasonable that allow for desired outcomes

f. Structure – Separate or centralized or combination

g. Coordinator – Is there a need? How would this person be situated?

3. Assignment of tasks for next meeting

   a. Action Items: Review and continue considering top areas for consideration for ongoing discuss at next meeting.

Meeting adjourned at 4:31pm

Next Meeting: Thursday, May 21 from 3 to 4:30pm in Chapman 211
May 14th meeting cancelled