University of Wisconsin-Milwaukee

Work Group for Undergraduate Advising (WGUA)

MINUTES

April 23, 2015 – 3 to 4:30pm
Chapman 211

Call to order at 3:05pm

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

1. Review of listening session themes
   a. Identified key themes for conversations during the open forum and note taker for each table:
      i. Communication – Rodney
      ii. Consistency of student experience – Angie
      iii. Defining the role(s) of advisors – Louis & Rob (2 tables)
      iv. Advising tools and training – Brian
      v. What is a success coach? – Robin
      vi. Undecided student experience – Jennifer
      vii. Intersection of career exploration and academic advising – Scott
   b. Developed the following schedule for the meeting:
      i. 15 minutes of introduction and framework
      ii. 45 minutes of theme discussion – 3 rotations of 15 minutes
      iii. 15 minutes of sharing to the larger group by note taker
      iv. 15 minute wrap up for open comments
   c. Discussed materials needed for the meeting:
      i. Handout with themes and what we heard from groups in listening sessions (professional advisors, faculty advisors, students)
      ii. Fact sheet of what we have on campus (i.e. how many advisors, what resources are available-PASS, CDC, ARC, high impact practices, etc.)
      iii. “Undergraduate Academic Advising” article.
   d. Share all materials via the website and link to these in the meeting reminder. Include a summary of the format of the meeting within this meeting reminder.
   e. Provide a list of topics within each theme at each table to start the conversation.

2. Logistics for April 30th Open Forum
   a. Discussed alternate room location for the open forum to accommodate round table discussions around themes. The open forum will now be in Zelazo 250.
3. Assignment of tasks for next meeting
   a. Action Items:
      i. Robin and Brian will create the fact sheet.
      ii. Kay will create the updated themes worksheet.
      iii. Gesele and Kay will create the introduction PowerPoint and reminder email.

Meeting adjourned at 3:58pm

Next Meeting: Thursday, April 30th from 3 to 4:30pm for the Open Forum