

## Enhancing Advising Meeting Minutes

December 9, 2014

*Present:* Jen Hayes, Brian Williams, Angie Sadowsky, Ebony Cobb, Brian Hinshaw,  
Alejandra Lopez, Ashlie Schaffner, Kate Masshardt, Pam Schoessling

*Next meeting:* Thursday, January 15, 2015, 10:30am to 12:00pm  
Union Room 250

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### I. Updates

- Online Academic Recovery Program Development: The group is still working on getting content up to the D2L site and thinking of how to reach students and make content available in a variety of formats. Alejandra suggested a model that another institution uses where the online method is an option, but not the only way students receive the information necessary.
- Advancing Advising Update: There has not been an update from the ASALC yet about the Advising Structure.
  - As a group, we reviewed the structure once again and came up with questions for the ASALC. **Question 1** is about the chair person- if that person does not have voting rights, would there need to be an additional rep from the school/college to replace the position of the person selected as chair? **Question 2** is about whether or not Global Studies should be included, as they are providing advising on the majors offered. There was recognition that there should also be some language about work groups that are developed in EAC and how the work of the work groups should be reported and how EAC members may ask for assistance from the ACN membership.
  - The ASALC has not communicated a timeline for when the new structure would be implemented, so EAC would like to propose that the current group in EAC continue until the end of the Academic year, with the expectation that the ASALC members will select the school/college representative by April 30, 2015. Then, the newly appointed members could join the May EAC meeting and the transition to the new group and chair can happen over the summer. The “new” EAC would begin meeting in the fall semester.
- Access 2 Success: Jen will be at the planning meetings for this year’s A2S conference. She asked the members present for their input as to what they would like to see happen to make A2S feel worthwhile to attend. In the past, Advisors have not always felt the benefit of A2S and there are a few ideas that have come from the recent Unconference that Jen will bring to the A2S planning meeting:
  - Morning report out from MAP-Works data and then have afternoon sessions, Unconference style with conversations around what we can do on campus to address the top issues students identified related to retention. This approach allows for conversations with faculty and for Advisors to be viewed as fellow “experts in the room”.
  - Include a Student Success Collaborative training on how to utilize campaigns to reach targeted groups of students who are at risk of leaving the institution. Having a SSC training will increase awareness of the software and its potential if implemented correctly.
- Next Meeting Date & Spring Schedule: The group discussed having two meetings in January to continue to work on the outcomes from the Unconference and to begin planning for the summer institutes and A2S (if necessary). The spring schedule is included at the end of the minutes.
- Work Group Updates: there are no updates yet as the groups are still formulating their goals/purpose and after the January meetings, will have a better idea of what the spring work expectations will be.

## II. Discussion/Action Items

- Advising Brochure Update: This is the point when a review of the campus Advising Brochure is completed to determine whether or not the format/structure/look/feel of the brochure is up to date. The committee members present agreed with Jen that our energies should be focused on the work groups and advancing advising on campus, rather than working to revamp the brochure. Instead, the committee looked at the brochure to determine its accuracy and suggested that the one addition that be made is the One Stop Student Services website. Jen will send the brochure out to the entire committee for feedback, but this year, the focus of the EAC will be to continue the work that came from the Unconference.
- Unconference Debriefing: We continued our discussions about the findings from our Unconference in October. The focus of the discussion was on the final three topics not yet discussed.
  - Career Advising: The summary/take away from the Career Advising session was that there is room for more collaboration with the Career Development Center from each school/college. This topic was added the day of and was helpful in generating some tangible next steps.
    - Suggestions from EAC:
      - Individual schools/colleges work with the CDC to develop more comprehensive services for students in the area of career exploration and selection in regard to the programs offered.
      - Career Advising could be a potential topic for a Summer Institute and again at the next Unconference. The Summer institute would be a great opportunity for the CDC to present to Advisors on the services they have established, how to better collaborate and to get ideas from advising staff on how to better engage students.
  - Success/Challenges: This topic had a smaller turn out, but was able to pinpoint some issues that face our campus. The biggest challenge the group identified was the lack of awareness of the Profession of Advising on campus. There is a need for more information to be shared specifically with faculty about the role advising takes on campus in retention and the students' development during their college career. Based on the ideas generated in the summative remarks from this session, the EAC recommends that there be further discussion with ASALC on the correct forum to have these conversations with faculty. We ask that the ASALC determine what our role could be in creating more awareness with faculty members at UWM. There may be a limited opportunity at the A2S conference, but those faculty members who attend typically have already developed an appreciation for the work of Professional Advisors. This will be an ongoing conversation.
  - PAW'D Mission Possible: Overall, this event was successful and initial feedback gathered from students has been very positive. The future success of this event during Fall Welcome is dependent upon having volunteer facilitators and the need for more advising staff in the facilitator role was evident. We would like to ask **ASALC** to review data from the impact of this event and determine if more advising staff can be allowed to participate in this event in the future. Jen will follow up with Brian Hinshaw about data regarding this program to share with ASALC. For the immediate future, it was agreed that there needs to be more conversation with advisors across campus on how to infuse the information from PAW'D Mission Possible within meetings with students throughout the academic year. The information shared in this program was valuable for students and needs to be

revisited to create good academic practices and habits. The PAW'D team is already aware from feedback sessions with facilitators that the timing of this session was not ideal for students, so that is being addressed- the biggest concern is having more Advising staff in the facilitator role.

- Determining Next Steps: Jen will create a report about the Unconference findings to submit to ASALC. She will send it to the group for feedback prior to forwarding it to the ASALC to ensure it accurately reflects the work EAC has done in understanding the results and creating suggestions based on the Unconference findings. In the spring semester, the EAC will develop a strategic plan to organize the work of the committee and works groups, with the guidance of ASALC.
  - Suggestion to the ASALC: the EAC members would like to request a meeting with ASALC members to discuss the future of advising on campus. This could take the form of a working meeting, but would in a sense create an efficient use of time for both groups who have the same vested interests.
  
- Spring Meeting Schedule- all meetings will be in Union Room 250 from 10:30am to 12:00pm:
  - Thursday, January 15<sup>th</sup>
  - Tuesday, January 20<sup>th</sup>
  - Tuesday, February 10<sup>th</sup>
  - Tuesday, March 10<sup>th</sup>
  - Tuesday, April 14<sup>th</sup>
  - Tuesday, May 12<sup>th</sup>

*\*Minutes submitted by Jen Hayes, EA Committee Chair on 1/7/15.*