

Enhancing Advising

Meeting Minutes

April 15, 2014

Present: Jen Hayes, Tina Current, Kristin Roosevelt, Kathy Barnes Michelle Fero, Cindy Piercy, Laura Stark, Alejandra Lopez, Joel Spiess, Toby Deutsch, Brian Hinshaw, Dorrie Von Kerkvoorde, Rebecca Olsen, Kristin George
Next meeting: May 14, 2014 at 10:00am to 11:30am (following ACN; Union 179)
Notetaker for Meeting: Toby Deutsch

Legitimizing Enhancing Advising

- What's the deal with the Advising Working Group?
 - With no specific "charge" no one knew that this committee existed
 - Spoke with campus advising committee about goals
 - Seems to have same goals in mind.
 - No need to re-invent this group.
 - Hope that this group becomes part of the structure at UWM. A group that campus comes to for issues/policy/procedure
 - With further discussions about dynamics, Jen Hayes (chair) will meet with Gesele Durham on a regular basis.

Advising Working Group

- Laura Stark and Cindy Piercy were present to request information for the sub-committee work they are charged with focusing on Consistency of Student Experience. They were collecting information to understand the current approach to policies/procedures on campus. In the summer, the working group will host a retreat for all advisors to provide their insight for the future of advising and will assist in creating a proposal to submit to senior administration.

How does each school or college handle late adds?

- PSOA - will sign forms based on odd circumstances for PSOA classes. May not add classes if not PSOA
- CEAS - Advisors can add class up to 4th week of class. After that it goes to Todd. Some students MAY get later adds if for financial reasons
 - CHS - Similar to CEAS. Later adds go to
 - LSB - Similar to CEAS/CHS. After the 8th week MUST be faculty.
 - SOIS - Must get "Deans" signature from Chad Zahrt.
 - SOE - Signature from instructor to prove attendance.
 - AOC - Signature from instructor, written explanation, will go to John Dorosz for final approval. Appeal style approval.
- L&S - 3rd week = advisor sign. 4th week = instructor signs. After 4th week = committee decision

How does each S&C handle drops past deadlines?

- PSOA - Appeal form. Instructor approval first. Depends on the scenario for School approval.

- CEAS - 1 week deadline. Has to go to appeal/committee. Will let them drop after deadline for academic reasons if no grade yet
- CHS - Written AND in person appeal. Student needs to meet with advisors as a committee. Vote by advising staff. If the student is your advisee, you cannot vote. Majority rules. Reasons are usually significant medical/exceptional circumstances. May skip the process if obvious in nature. Appeals committee meets once a month for an entire afternoon.
- LSB - Advisor appeal for late drops. Meets every Friday. Requires instructor approval. Need letter of rationale, and any documentation needed. 1 day grace period on the deadline.
- SOIS - All or nothing for classes past the deadline. Withdraw for the semester or not. Form, personal statement, and 3rd party documentation. Moves on to the Dean for approval.
- SOE - Formal appeal request and 3rd party document. Full withdraw under normal circumstances
- AOC - Appeal. Must consult with professor first. Then go to advisor with documentation. No academic reasons. Goes to John Dorosz for the appeal.
- L&S - Needs to have extenuating reason for dropping course. Committee of Advisors to meet on Thursday mornings. Appeal process.

Academic Reinstatements (1 semester vs. 4 semesters)

- PSOA - 1 semester advisor deiscretion. 4 semester committee descision
- CEAS - 1 semester will NOT be allowed back. 4 semester not allowed back typically. Advise students on taking work at 2nd institution. MUST get good GPA. Students need to be careful about what/where they take classes.
- CHS - 2 days at the end of each semester for appeals. Must have good reason and documentation. List of what constitutes extenuating is public. 1 semester may be able to reinstate a freshmen. 4 semester drops are very rarely reinstated early.
- LSB - Committee Appeal decision. 1 semester depends on situation. 4 semester is usually not granted. Students MAY go somewhere else and come in early based on success. Final decision rests in the advisor records.
- SOIS - 4 semesters no reinstatement. Depending on student/circumstances may get opportunity for appeal.
- SOE - Extenuating cicumstances. Appeal for 1st semester. 4 semesters rarely get reinstated. Committee decision
- AOC - Can appeal with the academic advisor for 1st semester. 4 semesters must go through advisor then goes to John Dorosz then to Dr. Ruth Russel.
- L&S - Advisors make the decision.

Exam Changes to earlier date?

- PSOA - Instructor driven
- CEAS - Instructor driven
- CHS - Instructor driven
- LSB - Instructor driven
- SOIS - Instructor driven
- SOE - Discussion about not having exams outside of exam week. Otherwise instructor driven

- AOC - Instructor driven
- L&S - Instructor driven. Policy is noted, but isn't followed closely.

Third Repeats (second retake)?

- PSOA - PSOA classes: advisor discretion. UWM classes: department and advisor consent needed.
- CEAS - CEAS classes: approach department, advising supervisor, meeting with chair. 3rd attempts are NOT likely. UWM classes: Must get permission from the department, then advisor discretion
- CHS - CHS classes: 50-50 approval by committee. UWM classes: follows campus policy that students need permission from department. Tallys info.
- LSB - LSB classes: must go through a committee for appeal. Needs supporting documents. UWM classes: Needs departmental approval. LSB committee has final approval. Tracks # of appeals.
- SOIS - SOIS and UWM classes: 3rd attempts may be approved by advisor/assistant
- SOE - SOE Classes: Appeals procedure. Must have instructor approval.
- AOC - Needs to go to department. Advisor needs to get material and submit to John Dorosz. Math has allowed AOC to complete the executive action.
- L&S - Depends on departments. Lots of different policies.

How does the school/college handle repeating a course for a fourth or subsequent time?

- PSOA - Same as 3rd repeats.
- CEAS - NEVER!
- CHS - Almost never.
- LSB - Almost never.
- SOIS - None.
- SOE - None.
- AOC - Almost never.
- L&S - None.

Incomplete Policies- how are extensions and incomplete deadlines handled?

- PSOA - By instructor
- CEAS - By instructor
- CHS - By instructor
- LSB - By instructor
- SOIS - By instructor
- SOE - By instructor
- AOC - By instructor
- L&S - By instructor

How do students schedule appointments with advisors and what is the policy for scheduling?

- PSOA - Schedule by appointment. Walk in only by 1st week of semester
- CEAS - Walk in 1st two weeks of semester. By appointment otherwise. No same day appointments
- CHS - By appointment. Walk in at least once a week. All do walk in the first week of the semester.

- LSB - Walk in 1-2 weeks of semester. Appointment after. Walk ins on Wednesdays. priority registration with additional walk in hours. Mondays and Wednesdays. Try to see own students.
- SOIS - Any time, anyday, anyone. Appointment or Walk-in when available. Chat/skype/video/ phone/in person. Can set up appointment with advisor or front desk.
- SOE - By department is different. Walk-ins limited. Appointments in advance. Try to see our own students.
- AOC - Most advisors schedule own appointments. Walk-Ins by emergency. 1 advisor you can come in whenever. Try to take own students.
- L&S - Call central scheduling line for appointments.

Trial of Academic Probation program

- Who can commit?
 - SOIS, LSB, CHS, SOE, PSOA (?)
- How do we determine which students will participate?
- How many students will participate?
- Materials to come from Kent State University to start. Modifying them for UWM
- D2L would be the preferred platform to run this.
- Structure for fall 2014 to pilot in spring 2015?
- Brian/Registrar to help create holds for student groups.
- Date for information session in the future to shore up who will be involved.

**Minutes submitted by Toby Deutsch on April 15, 2014*