

## Enhancing Advising

### Meeting Minutes

September 9, 2014

*Present:* Jen Hayes, Kathy Barnes, Tina Current, Jason Anderson, Monica Camacho, Rebecca Olsen, Tammy Taylor, Ashlie Schaffner, Kristin Roosevelt, Kate Masshardt, Pam Schoessling, Kate Powers, Ebony Cobb, Angie Sadowsky

*Next meeting:* Tuesday, October 14, 10:30am to 12:00pm  
Union Room 143

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#### I. Updates

- Advancing Advising Update: Jen was not able to attend the last Advising Working Group meeting where the proposed structure of EAC was going to be shared. The most recent update is that the Advising Working Group is deciding their group's structure and how that will articulate with EAC and ACN.
- Online Academic Recovery Program Development: Only update is that the group is continuing to develop modules and is planning to share the program with ACN in the spring.

#### II. Discussion/Action Items

- Consistency of Student Experience (Policy Implementation): This meeting was focused on completing the discussion that began at the August 20<sup>th</sup> meeting. The topics that needed to be revisited and completed were 1 and 4 semester drops, wait lists and case load.
  - For 1 and 4 semester drops, the discussion surrounded whether there should be an additional appeal process for a student to re-enter if they sat their time out. This will require further development as we receive guidance from AWG (if that is their structure). Some schools/colleges require a committee to make a decision on whether a student is readmitted and others allow one advisor to make the determination. This revealed the inconsistency with when a situation is heard by a committee and whether or not a committee exists in the school/college. Overall, there is need for further discussion with the schools/colleges to determine a best practice and collaboration with the Registrar's office to determine if the implementation of the policy is in violation of the policy or not.
  - For Wait Lists, schools/colleges implement wait lists differently. Some will have a process for how a student is moved from the wait list to course enrollment, others create additional sections based on the number of students on wait lists. There are also situations where the student may be on the wait list, but another student (who is not on the wait list) meets with the instructor and then gets enrolled. The consensus was that the messaging around the wait list process for each school/college needs to be clear to students. We do not necessary see the need for there to be a consistent implementation of the wait list, but see that instructors have control of enrollment in most cases. The role of the advisor in these situations is to be sure students have alternate plans. This discussion highlighted that advisors have different levels of access in PAWS.
  - For case load, we could not have this discussion in length and given that the AWG had one sub-group focusing on the salary and case load of advisors on campus, it would be wise to use that group as a resource. We will invite them to a future EAC meeting.
- Proposed Structure of Enhancing Advising: Based on discussions with the AWG, Jen drafted a proposal that will go to the AWG. She asked for feedback from the group (see attached).

- Feedback from the group indicated that the chair position should be 2 years and there should be the addition of a secretary position or the need for another committee member to take meeting notes should be addressed.
- Feedback also indicated the clarification for the ACN co-chair to have representation on the committee.
- Registrar's office/Advisement should have an ex-officio position on the committee.
- The agenda dispersment list should include Athletics, Honors, ARC.
- Discussion was also held around how many reps should be selected for a larger school like L&S. How is Kate Powers position and the Multi-Cultural Student Centers included?
- Advising Professional Development Structure: Jen and Angie outlined the idea of a Professional Development cycle for each year.
  - Fall: Unconference for information gathering about what the current issues/topics of concern are from Advising Professionals at UWM.
  - Winter: Unconference follow up- continued discussions and formulation of topics of interest to be presented in the summer or spring of the following year.
  - Spring: Guest presenter from off-campus to share an outside perspective on advising (application for funding would be completed at the end of summer to cover expenses).
  - Summer: Advising Institute would include presentations from Advising and Student Services Professionals every couple of weeks during the summer (related to identified topics in the Unconference).
  - The First Unconference will be held October 6<sup>th</sup>. Jen, Angie and Pam are in the final planning stages for the unconference and will be communicating by email with the invitation, call for facilitators and notetakers. The Provost's office is providing lunch and the schedule is looking great. They are looking forward to seeing the success of this professional development opportunity.
  - Advising "Reading Group" invitation has been sent via email and the group targeted at this point is Advisors of record. Ashlie and Rebecca are heading up the effort and are also enthusiastic to see the results of this opportunity.

### III. Next Steps

- Next meeting is Tuesday, October 14<sup>th</sup> at 10:30am to 12:00pm

*\*Minutes submitted by Jen Hayes, EA Committee Chair on 10/14/14.*