

Enhancing Advising Meeting Minutes

January 20, 2015

Present: Jen Hayes, Brian Williams, Brian Hinshaw, Alejandra Lopez, Ashlie Schaffner, Kate Masshardt, Michele Fero, Tina Current, Rebecca Olsen

Next meeting: Tuesday, February 10, 10:30am to 12:00pm
Union Room 250

Meeting Minutes from January 10 were approved and agenda was approved with the addition of the Advising Brochure as an update.

I. Updates

- Advising Brochure: Jen confirmed that there were no other changes to be made to the advising brochure. She will set up an appointment with the marketing team to make the changes before the spring/summer print.
- Updates since last meeting: Jen will work on setting up a One Drive folder for EAC documents.
- SSC training – the SSC training was more a demo, than a training. Remote training may not be the best approach. More hands-on, customized on-campus training required, as in IT Short Courses. Discussed note-taking – double-entry, keeping paper files, etc. Duplication of efforts between systems. Would be useful to have systems interconnected. It was suggested that there be investigation into whether or not the SSC notes can be pushed into PAWS. Tina from the Technology group was in attendance and was taking notes to discuss with the Advising Technology work group.

II. Discussion/Action Items

- Final Review of Unconference Report: Discussion of Academic Advising campus-wide coordinator or director as the title for the position that we are recommending. The general discussion became such that it was determined we should recommend the position be titled “Assistant Provost of Academic Advising” so that it is clear where the position should reside and will distinguish the position. Jen will make the final edits and the report will be forwarded to ASLAC, Gesele, Phyllis and the Provost.
- A2S Discussion/Strategy for EAC Member Attendance: Discussion of attendance moved to Feb 10th meeting. Academic Affairs update solicited poster presentations related to retention efforts – should EA create a poster on the Unconference. Soliciting to the group to perhaps create poster (or virtual poster) for A2S. Jen will contact Rodney and Phyllis to ask if this would be possible.
- Tech Wiki Feedback (Brian Hinshaw): The tech wiki Brian created is located on the Registrar tech wiki at present. Brian wanted feedback about the usefulness of the information posted (he created a spreadsheet of the school/colleges and how they implement the university policies) and who should have access. The consensus of the group was that advisors should not be using that website as a way to advise students outside their school/college on how to work through the appeal process. The group decided this was useful as a tool for the ASALC as they move forward in determining the consistency of policy application in the schools/colleges. We discussed the possibility of housing the information in the One Drive for advisors to access. Brian shared that the information helps the Registrar’s office in directing students where they need to go, but the concern about student workers having this information (i.e. how decisions are made on appeals, general exceptions to the rule, etc.). The group decided that it would be best to train the Registrar’s staff to refer students to their advisor in their school/college to find out the

next steps in a process. It is possible a separate document could be developed for training purposes only.

Brian will follow up with Laura Stark as she has been crafting a document for the ASALC so that there is not duplicate work happening and that he could share what he has already developed.

- PAW'D Mission Possible Initial Report: Brian shared an initial report on the impact of the PAW'D Mission Possible: Academic Preparedness Workshop (see attached). The reason this workshop was created was in response to MAP-Works data from the previous year that showed students felt under-prepared for the academic skills required in college. Students who reported feeling under-prepared also thought they would achieve a 3.5 GPA- this is a mismatch, thus the workshop was developed.

The data Brian shared showed that those who attended the seminar exhibited the following trends (this is not an exhaustive list, please see the full report):

- Those who attended had a lower first year probation rate
- Students who did not attend are disengaged from campus- we did not hook them in and they are still not engaged- this is an issue for further exploration.
- PAW'D students scored better in most areas measured in MAP-Works, except for roommate issues and homesickness. Overall, it seemed to make a positive impact.

Rebecca brought up the UT-Austin program and suggested we connect with them because their campus has a mandatory program and they may have some ideas on ways to engage the disengaged student.

Brian's challenge to that is that this seminar was communicated to students as being mandatory, yet we did not have a 100% attendance rate. We are hopeful Rebecca will find out some useful information from UT-Austin.

Issues for the coming year that need to be addressed-

- The time frame has been reduced to 45 minutes, rather than 2 hours.
- We did not have enough volunteers. Advisors would be ideal to facilitate these workshops, but they are required to be in their offices.

Jen suggested that the ASALC be approached to see if Brian can present this to their group for consideration in allowing more advisors to volunteer this year, given the positive impact.

- **Agenda items to be moved to next meeting:**
 - Work Groups for Advancing Advising Tasks/Objectives Development
 - Consistency of Student Experience (members TBD)
 - EAC Spring Objectives
 - Summer Institute Planning
- Spring Meeting Schedule- all meetings will be in Union Room 250 from 10:30am to 12:00pm:
 - Tuesday, February 10th
 - Tuesday, March 10th
 - Tuesday, April 14th
 - Tuesday, May 12th

**Minutes submitted by Jen Hayes, EA Committee Chair & Brian Hinshaw on 1/27/15.*