

UUAC Meeting 2/24/16 — Approved 4/27/2016

Members present: Sarah Crim, Nancy Bernard, Charles Israel, Judy Sanders, Kristin Maas, Bob Karcher, Dana Jablonski, Ruthie Spears, Mary Brownlee Couch, Jack Feminella, Jesse Westerhouse, Regina Conradi

1. Welcome and Introductions

2. Minutes –

- December 2nd – corrected version of minutes - Ruthie - motioned, Nancy - seconded, all approved
- January 27th - Jack motioned, Judy seconded, all approved

3. Student Support Services – Dana Jablonski

Dana is gathering feedback about available resources for students on campus to get a better idea about what individual colleges and offices already have in place. Depending upon the information she gathers, Dana may form a committee to further discuss opportunities for academic support services.

To start, she sent a link to all Associate Deans with a Google doc to find out what kind of resources and information they provide within their own college. Dana asked the group who else she might be able to contact to get additional information. Ruthie Spears felt that it would be a great idea to consider adding an advisor representative on the committee if Dana decides to form one after she gathers data. Anna Burchett volunteered to serve as the advising representative if one was needed. Judy Sanders asked to be included as well. Sarah Crim explained that the Honors College has started hosting study nights for specific honors sections of courses. Ruthie mentioned the Bridge program that was started by Relihan and Dana admitted there might be some overlap with resources. The group suggested representatives from the VA Center, Athletics and the Multicultural Center may also need to be included. Ruthie mentioned that the College of Education has their own academic coach within their college. It may be helpful to get their feedback as Dana moves forward. Charles Israel and Sarah Crim both stressed the importance of thinking about the needs of transfer students as Dana moves forward with available academic support services.

4. Advising Survey – Judy Sanders

The advising survey sub-committee met on February 5th to discuss potential changes to the spring advising survey. Judy has compiled all of the suggestions of the sub-committee to create an updated version. All UUAC committee members have a chance to look over the updated survey and suggest changes. Christian Demyan submitted several changes to Judy, which she wanted to review since he was not present at today's meeting. Charles Israel asked if we should also include a question to find out the various forms of communication/interactions between students and advisors. Judy asked for UUAC committee members to get back to her by Wednesday, March 2nd with any changes/suggestions. If needed, the sub-committee can meet again to discuss additional changes.

Judy asked for feedback regarding the timing of the survey release. Last year it was staggered by student classification. The UUAC committee members agreed it would be best to use the staggered approach again this spring. This means Seniors would receive the advising survey at 8 am on April 7th, Juniors at 8 am on April 12th, Sophomores and Freshmen at 8 am on April 14th. A reminder email will be sent on April 19th to students who have not yet participated. The survey will close at 4 pm on April 22nd, which leaves the survey open for three weeks. Judy reminded the group that the survey links back to the student so that they can be removed from future reminder emails. Jesse Westerhouse expressed that the survey timetable is acceptable for students. Judy will also ask the Associate Deans to send a follow-up email after April 14th to prompt students; this will be separate from the scheduled reminder email on April 19th. Moving forward, Judy would like to create a sub-committee that can spend time deciding what the survey is intended to address/answer. Since the advising survey was created after a push from SGA, perhaps student focus groups in SGA would be a good place to start gathering information to help address the needs of the survey.

5. Updates from Working Groups/Projects

a. Professional Development/Advising Training – Ruthie Spears

Ruthie passed out the strategic plan that was created by the NACADA consultant. The consultant used information from the survey that was sent out to advisors as well as the town hall meetings to gather information about professional advising on campus. The strategic plan she created deals primarily with professional advisors, not faculty advisors. Faculty advisors are not required to attend, but certainly encouraged; this will be explored further in the future. The NACADA model is the basis for the professional development plan. The plan will be supervisor driven; the advisor's direct supervisor will help cater a plan for each advisor in their office to handle individual needs.

There will be an advisor orientation that must be done within the first 90 days of hire. Subsequent professional development opportunities will follow and the content of training will depend upon years as an advisor. New advisor is considered 1 – 3 years, experienced advisor is 4 – 6 years, and seasoned advisors are 7 + years. During their time in Arizona the team created an implementation plan. Since advising is teaching, they used that as the framework to create a syllabus. The syllabus will include the different teachers, as well as the topics/content and learning outcomes the advisor can expect during training. May 9th – 11th will be the first advisor orientation offered. Ruthie has the professional development model on a 2-year plan so everything should be implemented by Fall 2018. Bob Karcher asked how the advisor categories were developed and how it ties into the career ladder. Since the career ladder may be changing, the group wanted to focus on advisor orientation first. Everyone will have the opportunity to go through the training; it will be at the supervisor's discretion.

b. Transfer Students - Sarah Crim

The sub-committee compiled a list of current available resources for transfer students within the colleges. The Office of Institutional Research also provided data on transfer students, which indicated transfer students tend to have lower GPAs and higher rates of warning/suspension. The UUAC members that were present

were asked to consider where we go from here. Charles Israel suggested we start at the college-level and then move forward. Is it possible to create a centralized service or resource for transfer students that can be available across all colleges? The First Year Experience office is looking at SOS to see if they can make changes to their process. The creation of a transfer center is also on the table, but who would start this and where would it be housed? Kristin Maas mentioned that at the University of Central Florida they have a Transfer in Transition Center available to their transfer students. The center helps continue the communication after they get on campus. Maybe part of our solution is coming up with a way to open and continue communication with transfer students via website, text messages, email, etc. Ruthie mentioned that SSC campus has an app that is similar to a text message, which might be helpful for targeting transfer students on campus. Charles suggested we focus on making positive changes within our individual colleges and then look at the data again to see if we see any changes.

c. Advisor Compensation – Jack Feminella

The sub-committee has been meeting regularly and is making steady progress towards understanding the complete issue. HR has been involved in the meetings, which has been helpful with explaining the process. The sub-committee understands that the career ladder is intertwined with the advisors' compensation issue. The Career Ladder committee has created a document presenting problems and challenges with the current career ladder process. They have also made suggestions to consider as we move forward. The advisor compensation issue is on the agenda for the closed session of Academic Affairs this afternoon. If it is supported and approved at the meeting today, then the issue will move forward.

6. New Business

Ruthie is thinking about creating a process that would allow outside committees to request advisor representation on committees, projects, meetings, etc. This would help create more opportunities for advisors to serve outside of their individual colleges. Ruthie is unsure of the details but would welcome suggestions.

7. Other/Announcements

Bob Karcher asked about the status of the withdraw policy. It has been approved by Academic Affairs but must now go to the Senate for approval. If it is approved, it will probably be enforced fall 2016 semester. Ruthie noted the later date has gone on for approval but not the additional provisions for advising or the limit on the amount of times a student can withdraw.

Mary Brownlee Couch passed out the updated phone list for the Office of the Registrar. They currently have 4 vacancies so once those are filled she will send out another one. Anna Burchett will send the list out to the caucus listserv.

Our next UUAC meeting was confirmed for March 30th - space TBA - Judy will check on space availability in the Exploratory Office.

Meeting adjourned at 11:42 am.