

UUAC Meeting Minutes, November 16, 2016- APPROVED 1/18/17

Members Present: Judy Sanders, Ruthie Spiers, Brock Herndon, Suzanne Hunter, Mary Brownlee Couch, Cary Curtiss, Amy Wright, Addye Buckley-Burnell, Kristin Maas, Bob Karcher, Anna Burchett, Regina Conradi, Michael Lee, Jack Feminella

1. Welcome and Introductions

2. Minutes -

- 10/19/16 meeting approval – Motion: Mary Brownlee, 2nd Regina, all approved

3. Sign-up sheet for Minutes - Jack passed out a sign-up sheet for committee members to sign up as a note-taker of minutes for the remaining UUAC meetings

- Oct. 19th – Jack Feminella
- Nov. 16th – Anna Burchett
- Dec. 14th – Regina Conradi
- Jan. 18th – Cary Curtiss
- Feb. 15th – Michael Lee
- Mar. 15th –
- Apr. 19th –

4. Advising Survey – Ruthie Spiers

In the past Judy Sanders has handled the development, distribution, and reporting of the spring advising survey. This year Ruthie will be in charge of the survey because Judy is busy with Advise Assist. Ruthie explained the advising survey was originally put together by a sub-committee of the UUAC at the request of the Provost. The purpose of the survey is to gather information and feedback from students about their academic advising experience and their use of other campus support resources. The survey is separate from individual college advising surveys to keep the focus on advising rather than performance of individual advisors.

Ruthie discussed the positive items that have come from previous advising survey results. Positive outcomes include development of a new advisor orientation and training program, the creation of the Advising Summit held this fall, and increased opportunities for technology on campus. It was pointed out that these outcomes help demonstrate the importance and relevance of the survey. Ruthie suggested that feedback gathered from future advising surveys might assist with the goals of UUAC moving forward.

Ruthie distributed a hand-out for UUAC members that included the highlights from the most recent Advising Survey (Spring 2016). One of the most notable facts of last spring's survey is that 78% of students who opened the survey actually completed it. In order to help increase this rate we may need to cut out some of the questions. The survey length is currently at 32 questions. It may also be helpful to find out how a completed vs. incomplete survey was determined, especially since questions students answered were only relevant to their situation. Ruthie passed out a list of the questions that were on the spring 2016 advising survey. The committee discussed some of the questions that might need to be removed, especially those that are no longer relevant. There was also a discussion of the possibility of adding more questions or changing the wording of some questions to be more effective. It was suggested that the future advising survey include questions about Advise Assist, the syllabus bank created by SGA, and the later withdraw date that was implemented this fall. Judy asked Brock to think about any questions the SGA might like to have included in the survey. Brock indicated that he felt the open comment section at the end of the survey was especially important and should remain.

The UUAC discussed the timing of the survey. In the past, the advising survey was sent to students in the spring semester on a rolling pattern based on classification and time ticket status. This allowed freshmen to have at least

two advising experiences and helped increase feedback since most students had just met with their advisor for registration advising and many have used support resources. A question was posed about adjusting the timing of the advising survey since registration has been pushed to a later date in the semester. Later registration dates allow more colleges on campus to provide a longer window for advising. One option is to allow the survey to stay open 4-5 weeks give students more time to participate. A past challenge with the survey is that it is sent at the same time as many other surveys. Brock indicated he receives as many as 5 surveys a month, which can be overwhelming. As an action item, Ruthie would check if there is a list of surveys at the university level to find out if there is an optimal time to send out the advising survey.

Other topics associated with the advising survey discussed included the best way to communicate with students about the survey, asking the Associate Deans to help with reminders, the possibility of using Advise Assist and/or text messages to promote the survey, and the process of revising the survey. Ruthie asked for volunteers to help her work on survey questions, look at the timing of the survey, and decide on next steps. UUAC members that will help includes Regina Conradi, Anna Burchett, and Mary Brownlee Couch.

5. Working Group Project Updates

a. Professional Development/Advisor Training – Ruthie Spiers

Ruthie gave a brief overview of the work that has been done since the NACADA consultant came to Auburn last February to help develop academic advisor training and professional development. The group has focused on new advisor orientation to help ensure consistent training and information across campus. The orientation consists of two half-day workshops and an open Canvas course with modules. The modules remain open so new advisors will have continuous access, whereas the workshops allow for networking with more experienced advisors and other new advisors. Since the creation of the advisor orientation 30 advisors have completed the program. One of the goals of UUAC this year is to assess the content and effectiveness of the advisor orientation program.

Ruthie distributed a hand-out on information about the two different sub-groups that have formed from this year's UUAC members. The first sub-group is tasked with evaluating the overall layout and navigation of the Canvas course, the professional development plan, workshop materials, and specific content areas (i.e., conceptual, informational, relational and technology competencies). UUAC members on the first sub-group include Addye, Regina, Anna, Cary, Kristin, Judy, and Ruthie. Since the group has not had a chance to meet yet Ruthie provided a timeline on the hand-out for the next steps of the group. The sub-group members have been given access as a teacher for the modules on Canvas. This will be helpful as they start to evaluate the efficiency of the program. The sub-group plans to meet in Dec to discuss progress; a report will be given at the next UUAC meeting.

The focus of the second sub-group will be the assessment of the orientation program. This group will examine pre- and post-assessment of the orientation program to determine if changes need to be made. In addition to reviewing individual's assessments from already taken orientation, this group will also look at the possibility of enhancing the existing assessments and possibly creating follow-up assessments. They will also create a focus group of advisors that have gone through the orientation program to get their feedback. UUAC members serving on this sub-committee include Judy, Addye, Mike, Suzanne, and Jack. Since the sub-group has not had a chance to meet yet Ruthie provided a timeline on the hand-out for the next steps of the group. The group will give a report to the UUAC meeting once they have had a chance to meet and discuss the assessment plan in detail.

b. Transfer Student Support – Kristin Maas

The transfer student support group was originally formed out of UUAC but is now being addressed by the Provost office. Kristin spoke with several individuals on the Provost transfer group to understand the current status. Two areas Kristin felt the UUAC transfer student support group could assist the Provost group was with the transfer student-focused website that is being developed and the transfer student orientation course that is in the beginning stages of research and development. Kristin has reached out to Amber Baldrige who is running the website group and Elizabeth Heck who is running the online orientation course group to offer our support.

In addition to the above efforts, Judy Sanders suggested that we might also help coordinate focus groups of transfer students to get a better idea of what they need. Judy has a list of transfer students that have attended academic workshops due to their D, F or W grades. They are open to participating in a follow-up group that deals with issues transfer students face. She suggested we could host the focus groups for the Provost transfer student support team and provide feedback to the Provost group to help them with the development of their projects. UUAC agreed this would be a highly useful activity.

In order to move forward with this idea, we would need to start forming the groups based off of Judy's lists. We would need to come up with questions to ask the group about their experiences. The committee discussed a food enticement or priority registration as possible reward options for students that participate in the focus group(s). Once we've gathered feedback from the focus group(s) Bob K. and Anna will take the information back to the Provost transfer student support group. Jack is also going to speak to Dr. Relihan on whether the Provost's office might help to provide enticements for students. Ruthie suggested it might be a good idea to offer a professional development session on transfer students in the future for advisors so that they can be updated on the progress being made for this student population.

c. University Advising Infrastructure – Jack Feminella

UUAC members of this sub-committee include Amy, Norman, Ruthie, Judy, and Jack. The goal of the sub-committee is to define the overall structure and function of university advising at Auburn, including the relationships among primary advising and supporting units. This will allow for the opportunity to evaluate limitations and/or gaps in advising functions and suggest recommendations for improvements. The group has not had a chance to meet yet but Jack has provided a timeline of action on the hand-out he gave UUAC committee members at today's meeting. Jack's goal is to have the group identify primary and secondary advising elements, put a chart together (diagram or organization chart), develop a Qualtrics survey to learn more about advising in individual units, and gather suggestions and ideas to increase function. The sub-group will keep UUAC updated on the progress and give a final report and recommendations to Academic Affairs at the end of the spring semester.

6. Other/Announcements – none

Meeting adjourned at 11:37 am.