Minutes
University Undergraduate Advising Council
Wednesday, September 23, 2015

Present: Ruthie Spiers, Anna Burchett, Courtney Gage, Judy Sanders, Nancy Bernard, Bob Karcher, Charles Israel, Sarah Crim, Jesse Westerhouse (SGA, sub for Walker Byrd), Jack Feminella, Laura Ann Forest

Approval of Minutes: Ruthie made motion to approve minutes of May 27, 2015 meeting. Jack seconded. All were in favor.

Reminder of focus of committee: Came out of Improved Graduation Rate Committee with mission to "oversee continuous improvement of an integrated, coordinated, and comprehensive advising system." Focus is to foster coordination, provide resources, and recommend practices to advising services on campus. Any policy recommendations of the Council should be considered as advisory to both the Academic Affairs Committee and the Provost.

Continuous Improvement Projects: Two subcommittees that were formed last year working on continuous improvement ideas and it could be projects we want to continue on if there aren’t more pressing issues. Charles found that structure to be a helpful exercise of identifying top 10 ideas to focus on. Advisor Training and Transfer Student concerns rose to the top.

Discussion:

1. Training
Ruthie shared that Exploratory Advising Center (EAC) is developing an orientation program for new advisors that will encompass Banner Training, FERPA, advising technology, etc. Also, as the Office of the Registrar (OTR) will be bringing in a new banner training person with Mary Helen Martin's retirement, UUAC could serve as a collaborator and advisory for that person. Charles pointed out that there will still be training that needs to be done at the college level but there are also technologies, policies, and practices that can be done through the EAC.

Laura Ann Forrest shared that OTR is going to be hiring a new Banner Trainer position with the goal of them being in place in spring 2016. This person will train faculty, advisor, and admin for student information. There will be formal training for each student screen as well as FERPA training. Banner profiles will be refined to a goal of no more than four in each category. Laura Ann clarified that all of us will have to go through training again in order to keep their access. Multiple training dates will be sent out and we can choose one of those to attend. OTR has the goal of consistency in Banner use to reduce their cleanup that takes each semester.
All present agreed that it will be best practice for OTR, UUAC, and EAC to collaborate on the front end in putting these trainings together. We discussed importance of working together and the timeliness of it with heightened concern for data security.

Ruthie shared that the goal of Professional Development session this week is to get feedback from advisors to be able to share with OTR. Same model may apply for FERPA training coming up.

Jack stressed the importance of need for FERPA training.

Laura Ann shared that vision for training is no more than 10 trainees at a time and they have purchased laptops to utilize for active practice within the training.

2. Transfer Students
Charles concluded that all are still interested in pursuing the training piece. He also stressed that transfer student needs are still a great need. Jack agreed that transfer students are a major issue. COSAM has tried to get NSF funding to support transfer student issues but have not found funding yet. They are looking at a transfer student learning community in COSAM. He pointed out they are a very different group with their own unique needs.

Judy pointed out that this was a concern that came from the advisors and sticking with this focus demonstrates that we take seriously their concerns and are listening.

Anna was on the transfer subcommittee and they realized they needed more history to understand why things are the way they are with SOS, etc. to seek first understanding then be able to make recommendations.

Bob asked if we had a sense of understanding of how each of the colleges bring in transfer students. The group noted differences, but limited knowledge at this point. Charles noted the requirements of state articulation do limit some of what we can do about prior training of transfer students, still there are plenty of aspects of transfer student concerns we should be able to make a positive impact on.

Judy clarified that advisors feel that they are only able to be reactive with transfer students as opposed to the proactive approach they are able to utilize with other students.

3. Advisor Compensation and Career Ladder.
Charles asked if there are other continuous improvement issues that anyone else wants to keep on the agenda for this year. The state of the advisor compensation issue was brought up along with the career ladder. We agreed those two areas go together. This may be a timely topic now with changes in leadership in HR. Bob was under the impression that the career ladder is under review and asked for clarification. There is a career ladder committee but no one was aware of any review occurring.
Charles shared that when UUAC looked at this before under Susan Hubbard's leadership HR was not willing/able to consider changes. He will clarify what has been done/is being done. Bret Smith is the current chair for the career ladder committee. Nancy shared that they met with HR about a different issue and learned that they are looking at everything from the ground up. Charles will find out where things are at this time and believes that this committee will likely play a role in this effort in conjunction with the career ladder committee, etc.

Laura Ann shared that she had just gone through rigorous pay level study with HR and feels she learned from this experience and offered that she would like to share what she learned through that.

**2015-16 Work Plan. UUAC 2015-2016 Sub-Committees:**
Charles asked that we move into two subcommittees and report back next meeting. Report should include what was done last year, what is still missing and needs to be done, what action steps do we want to take this year? We will start with professional development and transfers.

Professional Development Subcommittee: Ruthie Spiers, Judy Sanders, Nancy Bernard, Bob Karcher, Christian Demyan

Transfer Students Subcommittee: Sarah Crim, Courtney Gage, Anna Burchette, Jack Feminella, Mary Brownlee, Walker Byrd

Advisor Compensation Committee: to be formed. Jack Feminella a member.

Charles will formulate expectations in an email for next meeting October 28, 2015.

**New Business:**
Ruthie asked if UUAC members would have interest in participating in a summer institute/simulated institute with a consultant and group members expressed interest.

Judy added that she is working on advising manual and she needs one more reader. Sarah agreed. Her goal is to have final draft ready for October 28 meeting.

Meeting Adjourned 11:35.

**Note-taking assignments for future meetings:**
10/28/2015 — Mary Brownlee Couch
12/2/2015 — Judy Sanders
1/27/2016 — Sarah Crim
2/24/2016 — Anna Burchett
3/23/2016 — Jack Feminella
4/27/2016 — Bob Karcher