

University Undergraduate Advising Council

Meeting Minutes

January 20, 2011

Members Present: Susan Villaume (Chair), Nancy Bernard, John Dagley, Kathryn Flynn, Cathie Helmbold, Bob Karcher, Beth Ann Mabrey, Nancy McDaniel, Lori McLean, Dixie Mitchell, Constance Relihan, Lindsay White, Beth Yarbrough

Guests Present: Jonathan Hallford (for Kathie Mattox), Jay Skipworth (Educational Support Services)

I. **Update on Mid-Semester Grades:** Jay Skipworth provided an update on the reporting of mid-semester grades from fall semester.

- At the end of October, over 1,300 mid semester grades were reported from a selected number of Biology, Math, and History courses.
- Of the grades reported, 31% had either a D or an F grade at that point in time.
- These students were contacted via email to inform them of available academic services.
- If we are going to repeat this in the spring, then a suggestion is to change the name to “Early Grade Progress Reports.”
- An important aspect of the project’s success is that instructors informed students of the importance of reporting grades and when they are reported.
- All interventions take place via emails at this point.
- If the university adopts SARS, it has an early alert component to it. This kind of software is definitely warranted, especially for students in Chemistry courses that can’t execute the level of math needed to do well.
- It’s important to monitor the D/F/W rate and offer support; however, it also begs the question of the quality of instructors teaching the courses, as they are often one of the underlying reasons students aren’t doing well.
- It was suggested the council look at students not doing well in all three courses.

Next Steps:

- Jay will come to the February meeting and report on the final grades of the students in the 1,300.
- The council will discuss tackling the faculty aspect for the next academic year.
- Continue discussion of a possible parent piece to this for next year.

II. **Discussion of Mandatory Advising:**

- The College of Education has tried mandatory advising and using alternative PINS.
- Concerns raised include the fact that, for a PIN assignment, Banner doesn’t look to see if a PIN has been changed.
- If a statement is added to the change major form, it should be initiated by Academic Affairs.

Next Steps:

- Ask Nick Backscheider to attend the next meeting and discuss how this interfaces with Banner.

III. **Subcommittee updates:**

- **Advisor Training/Development:** The advisor conference in December went well; based on evaluations, advisors felt it was worth their time to participate.

- Suggestions for future conferences include shortening the duration to a half-day, and build in more discussion-based programming.
 - An issue raised is how to best communicate information to advisors, specifically the brown bags once a month.
 - Brown bags have become less about advisors discussing issues, and more about presenters and speakers. To alleviate this, the caucus has been divided into sub-committees to allow the brown bags to revert back to being just for advisors. Also, the chair-elect for the caucus will begin attending UUAC meetings.
 - A key issue to remain at the forefront is how to ensure advisors have forums to identify issues, make recommendations, and move forward.
 - A suggestion is to take the emphasis off of imposing training on advisors and increase the advocacy piece.
 - A resource library is being constructed to be able to provide development tools for advisors found in NACADA's inventory.
- **Web committee:** A broad list of questions has been developed from advisors and the advising manual. A work group is needed to sit down, review the questions, and provide answers.
 - A next step is to get the responses together and see what can/cannot be answered from the manual.
 - A goal continues to be developing a student resource page. This will be done after the new university website launches and the questions are ready.
 - A list of questions/responses will be ready by the next meeting.
- **Enhancing Advising Through Technology:** An update will be provided at the next meeting.