

University Undergraduate Advising Council
April 18, 2012
Minutes

Members and Guests Present: Nancy Bernard, Krysta Diehl, Nicole Britton-Gaillard, Cathie Helmbold, Gail Holmes, Rob Kulick, Katie Lackey, Beth Ann Mabrey, Nels Madsen, Dixie Mitchell, Mycla Palmer, Paul Patterson (Chair), Constance Relihan,

1. Career Ladder Revision Update (Paul Patterson)

- The Career Ladder Review Committee met to develop revisions to the requirements for promotion and the elements and format for the dossier.
- The committee is currently reviewing the first revision.
- Once the revisions are complete, the revised document will be shared with the UUAC and Academic Affairs.

2. Advisor Awards Update (Constance Relihan)

- Mabrey and Lackey led a discussion on the proposed advisor awards update. The draft document is given below.
- There were no suggested revisions to the document.
- It was suggested in the call for nominations for the awards that (1) a reference to the requirements for the NACADA award nominations be given and (2) it be stated that winning advisors will be submitted to NACADA.
- Relihan indicated that she will place the proposed awards on the agenda for the next Academic Affairs meeting and that she would present the proposal to the provost. The goal is to seek approval of the awards before the next Advisor Caucus meeting on April 25.

3. Other

- Relihan asked if moving to a once a day rolling of grades by the Registrar's Office during the exam period, rather than the current three times a day process, would create any difficulties. Helmbold indicated that the change in procedures could create concerns for Athletics.
- Diehl reminded all that there are advising literature and resources available in the Undergraduate Studies Office (209 Samford) for use by advisors.
- Diehl asked clarification on the new policy on not setting limits on the number of computers available to each college during CWE and the opportunity for students to use wireless devices. It was suggested that Mark Armstrong meet with the Advisor Caucus to discuss these changes. It was also suggested that some instruction or resources be provided to the students on Auburn University IT (wireless) resources.
- Gaillard described the problem returning suspended students have in registering for the next semester during their first semester back prior to having their status changed. Mitchell offered to further investigate this issue.

- Holmes asked if the Advisor Career Ladder Review Committee could offer some workshops on the changes in the dossier requirements. Patterson offered to develop plans for this.
- Relihan inquired whether all the advisors understood the new drop fee policy.
- Mabrey inquired whether transfer students can get credit for HIST 2010 and HIST 2020. Relihan explained that it meets the content requirement for history in the core. However, it does not meet the SLOs.

The meeting adjourned at 11:10 a.m.

Auburn University Outstanding Advising Awards

Proposed Guidelines – April 4, 2012

Categories*:

1. New Advisor – Advisor for less than three years by nomination deadline
2. Advisor – Advisor for three or more years by the nomination deadline
3. Faculty Advisor
4. Academic Advising Administrator

Call for Nominations:

The first business day of September

Criteria: (mirrors NACADA awards criteria)

Nominations will be evaluated on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not limited to:

- Interpersonal/human relations skills
- Professional practices
- Documented success
- Documented advisor development

Submission Procedures: (mirrors NACADA submissions procedures)

1. Nomination letter -- In this letter, the nominator should summarize the nominee's qualifications and why the individual is being nominated for the award. This letter should provide the evidence and specific examples that demonstrate the nominee's outstanding performance. Nominators should solicit input from others as they craft their nomination letters and are most welcome to include quotes or comments from colleagues and students.

Nomination letter SHOULD NOT exceed three pages.

2. Letters of Support -- You may include up to two additional letters of support. These letters may come from colleagues, employees, supervisors, or students- anyone who might augment the selection committee's understanding of the nominee. Letters SHOULD NOT exceed two pages.

Deadline for Nominations:

October 15th

Deadline for monetary donations from schools/colleges:

Each college will be asked to donate at least \$100 toward the AU Outstanding Advisor Awards no later than October 15th

Selection Committee:

Members

- Associate Provost for Undergraduate Studies
- New Academic Advisor
- Academic Advisor
- Faculty Advisor
- Academic Advising Administrator
- SGA representative
- Faculty Senate representative

Members 2012 selection committee should be chosen by the Associate Provost for Undergraduate Studies.

Each year (following 2012), winners of the Advising Awards will fill the corresponding member seat for the following year's selection committee. (If a category does not have nominees/award recipient, the corresponding seat in the selection committee will be filled by the previous year's award recipient.) The Associate Provost for Undergraduate Studies will choose the SGA and Faculty Senate representatives each year.

Winning frequency:

There are no limitations on the number of times or an individual can be awarded, nor are there limitations on the award frequency. This means that an individual can be selected for an Advising Award in sequential years if that individual is deemed the most worthy nominee within his or her category.

Awards:

Donations from schools/colleges will allow each category winner to receive a minimum \$325 award.

The Provost Office is asked to provide plaques and any additional money for the annual awards.

AUACC (Advisors' Caucus) Announcements:

Award recipients to be announced by Associate Provost for Undergraduate Studies at the December Brown Bag/AUACC Business meeting

Public Announcements:

A press release via the AU Daily and the bi-monthly Auburn Report should be made to announce the award recipients.

The award recipients should be publically recognized at the annual President's luncheon each spring. Award money and plaques will be presented at this event.

*Candidates for Outstanding Advising Awards must be eligible to be a member of NACADA.