

University Undergraduate Advising Council

July 17, 2012

Minutes

Members and Guests Present: Nancy Bernard, Krysta Diehl, Gayle Holmes, Julie Huff, Jennifer Jackson, Bob Karcher, Rob Kulick, Katie Lackey, Beth Ann Mabrey, Kathie Mattox, Dixie Mitchell, Paul Patterson, Constance Relihan, Melanie Smith, Mary Ann Taylor-Simms, Collier Tynes

1. Suspended Students Registering for Subsequent Semesters – Constance Relihan

- According to Dr. Relihan, suspended students are being sent to Registrar's office unnecessarily to get "unblocked".
- These students cannot register because they are deemed ineligible to register for next term when there is no reason why they couldn't have been unblocked to register in a timely fashion.
- Issues of blocking for one term and how to systematically unblock were discussed.
- **Next steps-** Constance will talk to Dan Hill, Dixie Mitchell, and Jennifer Jackson and report back.

2. Assessment of Advising– Constance Relihan

- Associate Deans were asked to provide what data they provide on their current assessment practices. The data summary indicates the colleges and schools are interested in working on advising (*See document).
- Current assessment methods vary across colleges and schools, most are using some kind of survey instrument; however, the approaches are broad, with some units looking at student satisfaction rather than if the advising is allowing them to graduate faster.
- The information indicates we have the opportunity to do more training for advisors.
- Only four colleges are using peer advisors-this should be expanded.
- The group discussed the merits of requiring before registration.
- **Next steps-**Establish a subcommittee for next year on assessment of advising. Members will include: Rob Kulick, Constance Relihan, Paul Patterson, Collier Tynes, Melanie Smith, Julie Huff, and Katie Lackey.

3. Satellite Advising Office/Standardization of an FAQ and Advising Practices– Constance Relihan

- Provost's Office and SGA recommended a satellite office in the library to advise students with general advising questions and where to go for additional campus services.
- "Advisor on loan" concept would provide cross training for advisors. With 60 advisors across the colleges and schools, the logistics and practicality of this idea were discussed.
- The office would use SARS to complete some of the true assessment and determine where student demand/information needs are.
- The council discussed basic parameters of the advising office; advisors stressed concern over this office advising students on specific major classes and whether or not an alert can be set up in SARS to alert advisors when one of their students had visited the center.
- **Next steps:** Establish a subcommittee to establish plans for the satellite advising office. Members will include: Jennifer Jackson, Gail Holmes, Katie Lackey, Nancy Bernard, Julie Huff, Beth Ann Mabrey, and Dixie Mitchell.

4. Caucus Annual Goals—Katie Lackey

- Katie Lackey has been visiting colleges to determine advisor goals and identify what campus wide and college wide process can be improved
- A possible idea is an advisor appreciation week filled with activities students can become involved with; she will work with SGA leadership to plan.

- **Next Steps:** Katie will report back at the August meeting.

5. Update on Career Ladder—Paul Patterson

- In April the Advisors Career Ladder committee met and developed recommendations for the advisor promotion process.
- The goal is to achieve dossier easier for candidates to put together that takes the emphasis away from activities done solely for promotion, not necessarily advising.
- The underlying tone to make development classes more professional.
- Guidelines have been developed and will be presented at the next Academic Affairs meeting (tomorrow).
- The call will go out October 1.

The meeting adjourned at 4:00.