

University Undergraduate Advising Council  
October 30, 2013  
244 Spidle Hall

Attendees: Susan Hubbard, Nancy Bernard, Courtney Gage, Molly Jenkins, Norbert Wilson, Kathryn Flynn, Judy Sanders, Krysta Diehl, Katie Lackey, John Raines (for Steve Duke), Constance Relihan

1. Welcome and introductions.
2. Minutes.  
Minutes of the September 25, 2013 meeting were approved with correction on adjournment time.
3. Old Business.  
Advising Survey—handouts of the survey and comments on the survey used last year were distributed. A subcommittee consisting of Judy Sanders, Melissa Adams, and Nancy Bernard will work on revising the survey in preparation for distribution next semester. Nancy Bernard recommended asking Iryna Johnson to join the committee. Additional subcommittee members will be added if needed. The subcommittee will accept additional comments and these should be submitted to Susan Hubbard and copied to Judy Sanders. The subcommittee was asked to come back with a revised draft survey and the full committee will get a chance to comment on the recommended revisions.
4. New Business.  
Force Drop Discussion. Katie Lackey provided a handout illustrating some problems with the current force drop process. The handout was a list from last semester. The list is difficult to sort by class, colleges treat the list differently (some drop all, some none, some email before dropping, others don't), and advisors cannot override mistakes. There were a total of 588 classes dropped and the number per department is not so high as to be a burden. However, the number on the list represents the number of decisions that had to be made. Currently the student's home college or school drops the student from a class. A subgroup consisting of Katie Lackey, Dixie Mitchell and Krysta Diehl was formed to develop a policy recommendation. It was agreed that there is an issue of timing: departments need to know what the policy is and what to do. The discussion also led to the issue of transient forms and GAPS and the lack of any permanent record when a student initiates either using workflow.

Work Groups/Subcommittees . Should the Technology Workgroup be kept? We already have two subcommittees (Advising Survey and Force Drop) and one more will be proposed today. The Technology Workgroup has focused on electronic notes, Degree Works, etc. Ed Loewenstein had let Susan Hubbard know that security issues associated with electronic folders is an issue and John Raines mentioned that Steve Duke would like

to keep this subcommittee active. The discussion about this subcommittee was tabled until Ed and Steve could be present.

Susan Hubbard proposed that a new subcommittee be formed and charged with looking at Advisor compensation and career ladder. The issues include advisors reaching level 3 and then having nowhere to go and salary caps. There was agreement that the salary structure for advisors needs to be reevaluated. Susan Hubbard will chair the new subcommittee and Krysta Diehl, Kathryn Flynn, and Ed Loewenstein agreed to membership on the committee. Others may join if interested.

One member asked if the Career Ladder cover sheet could be distributed as a word document (exists as a pdf) to make it easier for advisors submitted packets for review. Packets are due November 12.

Norbert Wilson mentioned that he is on the Retention Committee. This committee is also thinking about ideas related to advising. He will come back to ask for direction on issues raised by that committee. He said the Retention Committee is looking at using BSSE data to identify students who may face academic problems. Because not everyone was familiar with BSSE, Norbert and Constance provided a brief overview of the data and the fact that Iryna Johnson had developed a predictive model of student success using the data. The survey is available on the OIRA website.

Judy Sanders gave a brief update on Tiger Advisors and mentioned that they are co-hosting freshman registration seminars.

The meeting was adjourned at 11:35am.