

University Undergraduate Advising Council Meeting  
244 Spidle Hall  
November 20, 2013

1. Welcome and Introduction
  - a. Jennifer Jackson and Iryna Johnson were in attendance to help with subcommittee reports
2. Minutes from the October meeting were reviewed and passed
3. Old Business
  - a. Electronic Notes Subcommittee
    - i. Jennifer Jackson is the Head of this subcommittee (which will replace the Technology Subcommittee for now) with Jonathan Hallford, Robyn Martin, and Suzanne Shaw as the other members: have not met yet.
      1. They are in the process of gathering information form colleges across campus to compare best practices.
      2. Many concerns have been raised with the topic of Electronic notes:
        - a. Confidentiality or privacy issues since the means for the electronic notes may be more public than notes in files.
          - i. Currently, units use SARS, DegreeWorks, and Sharepointe, to name a few.
        - b. Finding a program to use for notes that will be around long enough to maintain good records.
        - c. DegreeWorks has had problems and does not have reporting capacities, such as SARS.
        - d. Notes that are in PDF format to prohibit tampering cannot be uploaded to SARS or DegreeWorks.
          - i. Are there upgrades for these that would make that possible?
        - e. How will Faculty Advisors be integrated into this if they don't use SARS, or the program that is chosen?
        - f. Having a program that is accessible when an Advisor is not at their main computer (as SARS is a program uploaded on each Advisors computer).
  - b. Force Drop Subcommittee is headed by Katie Lackey. Members include Dixie Mitchell and Krysta Diehl.
    - i. Have met as a subcommittee with Dan Hill and Susan Marsh in the Registrar's Office
      1. It was determined that changing the method of who/how the Force Drop is processed is not a problem, but getting the blessing from the Associate Deans is necessary before a change can take place.
    - ii. Proposed that Admin in the departments carry out the force drops.
      1. May need extra training for this type of task
      2. Testing this process in the Fall and Spring is not optimal, but could test the new process in the Summer
    - iii. Motion to take to the Associate Deans Committee passed by those in attendance.
  - c. Advising Survey Subcommittee is headed by Judy Sanders who brought Iryna Johnson to help explain and discuss three questions that have been raised by the committee thus far:

- i. Should the survey be Confidential or Anonymous?
    - 1. Last year's survey stated that it was both, but it would be more accurate if one or the other was chosen.
    - 2. Motion to state that the survey is Confidential passed by the group.
      - a. Iryna shared that this decision may have a small drop in response rate, but not a substantial one.
      - b. Can get more detailed and accurate information being confidential.
  - ii. Should the focus of the survey be changed?
    - 1. It has been mentioned that students may be feeling survey fatigue and that the Advising and Advisor Surveys could be combined to eliminate one survey that is distributed campus wide.
      - a. Motion did not pass for two surveys to be combined into one.
  - iii. Should one of the surveys (Advising or Advisor) be moved to the Fall instead of the Spring?
    - 1. Proposed that one be moved to go out after registration in the Fall.
      - a. Would it go out to all students or would the Seniors be eliminated since they had done it 3-4 times previously?
    - 2. Motion to continue with the current practice in order to update the surveys and continue this discussion in the spring after new results come in (April/May) was passed by the group.
  - d. Advisor Compensation Subcommittee is headed by Susan Hubbard.
    - i. The subcommittee has only met once since the last meeting and divided responsibilities between the members to obtain more information about compensation of Advisors before meeting again.
4. New Business
- a. Iryna Johnson shared information about the NSSE (National Survey of Student Engagement) that was distributed to Auburn students last spring.
    - i. Can choose between several different modules to gather information on. Auburn chose the Academic Advising Module to distribute last spring.
      - 1. When choosing a module, that institution's results are compared to the results obtained from all the other institutions that chose that same module that year.
    - ii. The NSSE results look at the difference between First-Year Students and Senior responses while comparing them to the results from other institutions.
      - 1. Effect sizes that are negative mean that our students rate Auburn lower than the average results from other institutions.
  - b. Advising Practice Reconciliation Retreat met on November 1, 2013. Feedback and suggestions from that retreat have been shared. However, ask for the overview that was distributed if it has not been shared with your unit.
  - c. Transient Form is still a concern since Advisors have no means of seeing who has completed one. This topic will be discussed more in the next meeting due to lack of time.
  - d. Meeting dates for the Spring were proposed and passed by the group.

Meeting adjourned at 11:30 AM