

University Undergraduate Advising Council Meeting  
244 Spidle Hall  
May 9, 2014

1. Welcome and Introduction
  - a. Susan Hubbard, Nancy Bernard, Katie Lackey, Krysta Diehl, Kathryn Flynn, Judy Sanders, Steve Duke, Mike Waldroop, Ed Loewenstein, and Molly Jenkins were in attendance.
2. Minutes from the February meeting were reviewed and passed with minor edits being needed
3. Old Business
  - a. Transient Form examples
    - i. Dixie Mitchell sent a letter in her absence to share with the Committee what the letter looks like when it is sent from Auburn University after the online transient form is completed by a student.
      1. The letter informs what a class taken at an institution of the students' selection will count as at Auburn University.
    - ii. Students in "Good Academic Standing" can access the online transient form.
      1. Kathryn Flynn voiced concern that ACAC students need to obtain paper copies of the transient form because they are not able to access the online form.
        - a. The paper form has a statement about being on Academic Suspension or in Good Standing as well as being eligible to re-enroll at the home college the following term that the online form does not include.
      2. The council agreed the differences between the online and paper transient forms should be readdressed in the Fall.
  - b. Subcommittee Report on Advisor Compensation
    - i. Susan Hubbard shared the progress of the subcommittee thus far
      1. Have met with Norm Godwin to address some concerns with the Career Ladder and Advisor compensation
        - a. Are the requirements acceptable for promotion?
          - i. Are they within an Advisors job description?
      2. Have met with Chuck Garrard about average salaries of Advisors
        - a. He evaluates SEC schools, which are assessed periodically
          - i. Auburn is within the average of Advisor salaries within the SEC, but lower than the national averages.
      3. Susan and Constance will look at the turnover of Advisors, their job responsibilities, and the number of applicants that are turned down due to salary restraints over the summer months and report again in the Fall.
4. New Business
  - a. Force Drop reports were sent for both Summer and Fall
    - i. Concern that the Fall Force Drops may cause problems as some students are taking appropriate summer classes to be in classes in the Fall
      1. Follow up email was sent addressing the concern: departments can force drop for Fall at their own discretion, but another report will be sent later in the summer with an update for Fall Force Drops.
  - b. Advising survey

- i. Judy Sanders shared that the results are beginning to be evaluated from the 2013-2014 Advising Survey
    - 1. Sent to 18 less students than last year (18,537)
    - 2. Had 84 less respondents than last year (2,406)
      - a. Still the same 13% response rate
        - i. Had a week longer and a reminder email sent this year to obtain this response rate in comparison to last year.
    - 3. Expected to have another week of data analysis to complete and then the results report will be given to Dr. Relihan to disperse to the Associate Deans.
5. Other/Announcements
- a. Advisor Caucus elections were held and new officers were elected which will change Committee membership for next year.
    - i. Melissa Adams is the new Chair and Christian Demyan was elected the Chair-elect.
  - b. Steve Duke will be the Committee Chair next year
    - i. Will work with Dot Kelly to schedule the Fall meetings (times and locations)

Meeting adjourned at 10:40 AM