

**Minutes**  
**University Undergraduate Advising Council**  
**1303 Shelby Center**  
**November 5, 2014**

**Members Present:** Steve Duke, Joni Lakin, Francine Parker, Nancy Bernard, Christian Demyan, Judith Sanders, Sarah Crim, Ed Lowenstein, Mike Waldrop, Melissa Adams, Courtney Gage, Anna Burchett, Mary Brownlee Couch, Kathryn Flynn, Constance Relihan

1. Steve Duke led discussion regarding the need to revise the meeting schedule. The committee discussed meeting on December 17, 2014. The group decided to delay a decision until the end of the meeting.
2. Minutes from the previous meeting have been misplaced. Nancy Bernard will reconstruct the minutes and will submit the new minutes to Steve Duke. An electronic version will be sent to the committee for approval. Judith Sanders inquired about having the minutes placed on the UUAC website. Steve Duke agreed this needs to be done each month.
3. **Old Business**

**Advisor Compensation Report**

A copy of the report was distributed to committee members.

Discussion included Steve Duke's desire to talk with Bret Smith and Norman Godwin (Career Ladder Committee) regarding the recommendations. No measureable progress has been achieved and the idea of a joint committee was introduced. Additional challenges to this discussion are the retirement of Chuck Gerard from Human Resources and the need to understand who the audience is for the request.

Additional Discussion regarding the Advisor Compensation project included the following:

- A. Salary increases were turned down in 2007 and 2010
- B. Committee wants to wait until Steve Duke talks with Norman Godwin and Bret Smith regarding a joint committee.
- C. Ed Lowenstein expressed the desire to view the data Human Resources referred in their previous comments stating Auburn salaries are in line with comparable university advisor salaries.
- D. Dr. Relihan commented on the recommendation of the creation of an Academic Advisor IV level. Discussion was held regarding the additional duties now required for advisors along with the current responsibilities for levels I-III, and how these would be spread among four levels. The length of time to serve at each level was discussed briefly.
- E. The need to incentivize the best advisors was discussed. Comments were made that if this is not done, we lose the best advisors once they reach the level III position.
- F. A suggestion was made to bring the Provost and Human Resources into the conversation at an early stage.

#### **4. New Business**

##### **Continuous Improvement Ideas**

Committee members were asked to briefly describe their continuous improvement ideas.

- A. University Wide Advisor Training: Provide university level training for new advisors that would be completed within the first ninety days.
- B. Auburn University Advising Manual: Make sure advisors are aware of the location of the advising manual.
- C. Advisor Training: Develop website for advisor training
- D. Using technology in advising: Implementation of technology to allow advisors to be more mobile.
- E. Create a database of advising resources: Make resources available for faculty advisors to use.
- F. Academic Sliders: Need to identify students who have a steady decline in their academic performance. Intervention methods also need to be identified.
- G. International Students: Need standardize method of working with international undergraduate students.
- H. SOS Process: Need to standardize the process beginning with admission and ending with SOS attendance.
- I. Honors curriculum: Undergraduate honor students are allowed to complete graduate level courses for the honors curriculum. Need to make advisors aware of this process.
- J. Athletics: Would like for advising processes to be more standard for student athletes.
- K. Advising Roles: Define the role of the advisor more clearly for students
- L. STARS and articulation: Need to ensure articulations are reviewed regularly for course content changes.

Joni Lakin, Melissa Adams, and Judith Sanders will review the continuous improvements items to establish the role of the committee for each item. This will be available at the December meeting.

#### **5. Announcements**

The committee decided to meet on December 17, 2014.

Advisor Reconciliation Retreat to be held November 21, 2014

#### **6. Meeting adjourned**