

Minutes

University Undergraduate Advising Council

1303 Shelby Center

January 28, 2015

Members Present: Melissa Adams, Nancy Bernard, Anna Burchett, Sarah Crim, Christian Demyan, Steve Duke, Kathryn Flynn, Courtney Gage, Joni Lakin, Constance Relihan, Judy Sanders, and Mike Waldrop

1. Welcome and Introductions. The meeting was called to order by S. Duke with S. Crim taking minutes.
2. Minutes from the December meeting were under review. Any changes to the minutes needed to be sent to S. Duke before Wednesday, February 4th . Motion was made and approved that Steve would then assemble the changes and he and C. Relihan would revise them and post them for the group.

3. Old Business

Advisor Compensation Report

S. Duke along with other members of the committee are planning a meeting with representatives of the Advisor Career Ladder committee to discuss the next steps with this issue. They plan on meeting within the month and will report back to the UUAC at the February meeting.

Continuous Improvement Ideas

S. Duke went over the continuous improvement ideas presented by J. Lakin, M. Adams, and J. Sanders at the December meeting. Each member was then charged to go back to their respective unit and rank the topics from 1-9 in terms of importance and also their pertinence to the UUAC charge by Wednesday, February 4th. Once these rankings were compiled, task force committees would then be set-up to address the issues.

Spring Advisor Survey

A task force of A. Burchett, J. Lakin, and J. Sanders were planning on meeting to discuss any possible revisions of the spring advising survey. A discussion about the timing of the survey was made due to a change in the spring advising dates. The task force will report back to the UUAC committee at the February meeting any proposed changes with hopes that the survey will then go out to student in March.

4. New Business

Electronic Notes

The Academic Affairs Committee has asked that the UUAC Committee recommend policies and guidelines for electronic note-taking for advisors across campus. A subcommittee was created consisting of M. Adams, K. Flynn, N. Bernard, and C. Demyan. This group will look at what policies other universities have in place, how 'note' is defined, and discuss who should have access to these 'notes.' They will report back to the UUAC committee their findings and recommendations at the February meeting.

5. Announcements

C. Relihan announced the dates for upcoming presentations from the candidates for the Director of Academic Assessment and encouraged everyone to attend.

Next Meeting scheduled for February 25th, 2015

6. Meeting Adjourned