

Minutes

University Undergraduate Advising Council

1303 Shelby Center

March 4, 2014 (10:30 – 11:30 am)

Members Present: Courtney Gage, Steve Duke, Melissa Adams, Mike Waldrop, Constance Relihan, Kathryn Flynn, Francine Parker, Nancy Bernard, Judy Sanders, Walker Byrd, Anna Burchett

1. **Welcome and Introductions:** The meeting was called to order by Steve Duke. Anna Burchett took minutes in place of Joni Lakin. Walker Byrd was introduced as the student SGA representative. The committee made introductions. There was discussion about potentially moving the date of our next meeting to April 1st. However, the group decided the next meeting date will remain on March 18th.
2. **Minutes:** The minutes from the January 28th meeting were reviewed. Judy Sanders noted that Mike Waldrop's name was misspelled. The group decided to include the ranking of continuous improvement items as part of the minutes from the previous meeting. The minutes from January 28th will need re-approval after changes and additions are made.
3. **Old Business**

Electronic notes – development of guidelines/policies (Adams/Flynn/Bernard/Demyan)

The subcommittee investigating electronic notes has met a couple of times. During their initial researching, they realized Auburn University only has a privacy policy on their website. They looked at other schools to see what type of guidelines they follow for electronic notes. Nancy Bernard noted that most other schools follow the guidelines established by NACADA. The subcommittee has compiled a comprehensive draft of guidelines for electronic notes. The draft is in final stages of approval from the subcommittee members. Once it's finalized, they will send it to Relihan for her review. After that it will be sent out to UUAC members before our next meeting on March 18th. The committee will review the draft at the next meeting and decide if any changes need to be made before it is forwarded to Academic Affairs. Once the draft is approved by Academic Affairs then the platform Auburn University will use for electronic notes will be decided.

Spring Advising Survey (Sanders/Burchett/Lakin)

The subcommittee met and made some minor changes to the advising survey. Judy Sanders passed out an updated copy of the advising survey for review by the UUAC members. The subcommittee asked if the intent of the survey was to gauge satisfaction of academic advising during registration or if the purpose is to gauge academic advising satisfaction in general. After discussion it was decided the purpose is to determine satisfaction of academic advising in general, including advising during registration. Judy Sanders went through the survey and pointed out where small changes were made by the subcommittee. The changes primarily included re-wording questions to clarify purpose or intent. A couple of additional changes were suggested by UUAC members, primarily moving the order of questions and adding options to current questions. Judy Sanders will send a link to UUAC members so they can take the survey and suggest any changes to Judy by the afternoon of Monday, March 9th. The survey will be released to students in a staggered format, with a final reminder going out to students after spring break. Judy Sanders has also requested a follow-up e-mail be sent out by the Associate

Deans of the colleges to encourage their students to take the survey. The survey will close on April 9th.

Continuous Improvement Ideas (Adams/Lakin/Sanders)

Steve Duke reviewed the ranking of the continuous improvement ideas. The top two issues that the UUAC will address are advisor training and advising/orientation for transfer students. During our next meeting we will discuss in detail an action plan for both of these items, including the formation of a task force for each issue. Duke suggested we may need to add another UUAC meeting at the end of spring.

Student Success Collaborative (Relihan)

Constance Relihan thanked everyone who attended the presentation and meetings for the Student Success Collaborative (SSC). She felt there was a lot of enthusiasm for the project and is hoping to maintain that moving forward. The progress on the workbooks is progressing quickly and the collaborative will work to decide on pilot groups next. Judy Sanders will be scheduling a webinar on SSC for advisors in April. SSC will also be presented to faculty and was mentioned to the Senate. Training will be decided on soon.

Advisor Compensation (Duke)

There has not been much progress on the advisor compensation discussions. Steve Duke indicated we may need to meet outside of the UUAC to discuss the career ladder process. More information about this will be discussed at our next meeting on March 18th.

4. **New Business:** None
5. **Meeting adjourned at 11:25 am.**