

Minutes

University Undergraduate Advising Council

1303 Shelby Center

March 18, 2015 (10:30 – 11:30 am)

Members Present: Judy Sanders, Jesse Westerhouse, Joni Larkin, Stephanie Wood, Kathryn Flynn, Dixie Mitchell, Steve Duke, Charles Israel, Mike Waldrop, Melissa Adams, Anna Burchett, Sarah Crimm, Courtney Gage, Nancy Bernard, Christian Demyan

1. **Welcome and Introductions:** The meeting was called to order by Steve Duke. It was addressed that the majority of this meeting would comprise of Electronic Notes. Let's plan on adding a meeting on May 27th at 10:30 am
2. **Minutes:** The minutes from our March 4th were reviewed and approved.
3. **Old Business**

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

This document will hopefully be presented to Academic Affairs at their next meeting. The committee has created the 1st initial draft. We discussed Steve presenting to AA in a draft form? Per Steve's request, he wanted to present this document to Associate Deans and asked advisors to make any changes that may be needed. Nancy requested that these guidelines be discussed in more detail at UUAC. These guidelines were developed that each college should follow and tailor adjustments as needed. Questions were left on the table of who will make improvements to this document UUAC or AA? Nancy stressed that this document was developed as guidelines/draft. The committee asked Steve that Electronic notes be approved as guidelines.

General Guidelines: (Kathryn, Christian and Melissa) shared areas of questions and concerns we had while developing these guidelines.

Kathryn: Documenting: What is a substantial contact? No shows? What to document and why. How are telephone calls and emails documented? Judy had a concern if an employee leaves AU, does all of their previous e-mail correspondence go with him/her?

Christian: Sensitive Information: What is applicable to write down as sensitive information? The committee feels strongly that this section needs to be reviewed by the Auburn Attorney for clarification. Sensitive information needs to be fact based and not on feeling. Where does an advisor turn if a situation ever arises?

Melissa: Scenario's: These were developed to help advisors on what information to write in electronic notes and what to leave out. Not everyone was in agreement regarding this section. The committee discussed self-check questions when entering electronic notes. Are the details in my notes on fact or observation/personal perspective? Nancy requested that UUAC send any comments/changes to her. Steve asked committee/UUAC to make edits/comments by Friday, March 20th. He asked for the committee to have a definition of a contact note.

The committee had a question on how long electronic notes should be kept. Auburn's currently policy is 7 years. The committee felt deciding on length of time was not our decision to make. Steve wants to have UUAC finalize a proposal for AA at the next meeting. Unfortunately, we

can't approve notes today. Once changes have been submitted to Nancy, she will make them and send back out by March 23rd. Steve hopes to have something for AA by April 1st.

Spring Advising Survey (Sanders)

Judy has received 965 responses as of this morning. She's looking for around 2400 responses. She will ask the Associate Deans to send a reminder after spring break. Should we leave the survey open until April 9th? It was mentioned that we can change that date depending on how many responses have been submitted. Judy said she will bring this question up at Academic Affairs. Dr. Boosinger will send another reminder after students return from spring break.

Continuous Improvement Ideas (Adams/Lakin/Sanders)

Steve talked about the two most important improvements from our initial list. They include, Advisor Training and Orientation for Transfer Students. Steve wants to revisit both topics. He mentioned defining both populations correctly and then acting.

Improving Training: Steve will contact us for help. Is training the issue or are our advisors the problem? Do we need to develop an advisor curriculum with modules? Steve asked everyone to define the problem.

Transfer Student:

SOS:

Homework:

Two things: Look at transfer students/SOS and define the problem. Should we have a task force? Should there be more advisor training in this area?

Next meeting we will talk about training/transfer students.

4. **New Business:** None
5. **Meeting adjourned at 11:35 am.**