

MINUTES
Academic Advising Committee
Tuesday, February 18, 2020
Smoky Hill, Memorial Union

Dr. Patricia Griffin, Chair	Dr. Candace Mehaffey-Kultgen (Grad School)*
#Dr. Brett Weaver (AHSS)**	Ms. Nikki Brown (Academic Advising)***
#Dr. Cole Engel (BE)***	Ms. Kelsi Broadway (VC)**
Dr. Jacqueline Lubin (Ed)***	Ms. LouWayne Davidson (Registrar's)*
Ms. Jana Zeller (HBS)***	#Mr. Rob Manry (Fiscal Services)*
Dr. Keith Bremer (STM)**	Ms. Maggie Denning (Kelly Center)**
Ms. Debbie Staab (IDS)*	#Ms. Nia Ward (Student)

(*first of three-year term, **second of three-year term, ***third of three-year term)

#not in attendance

Call to order

- The meeting was called to order at 3:00 PM.

Approval of minutes – November 12 Attachment A

- A motion was made to approve the minutes by Debbie Staab, seconded by Maggie Denning. Motion passed.

Old Business

- Edmund Shearer Award Draft (Attachment B)
 - All year or spring only, either way will be announced in May aligning with teaching scholarly and advising awards
 - The committee is recommending the full year option
 - Discussion of Draft
 - Consensus of the committee is to remove the eligibility paragraph
- ACCESS Update
 - ACCESS Fall Holds
 - Holds ACCESS III-242
 - 62 remained Dec 20, 2019
 - 36 on the first day of classes Jan 21, 2020
 - ACCESS I-February Deadline
 - 818 Students
 - 466 Met Deadline
 - 1 Complete Withdrawals
 - ACCESS II
 - Currently Open
 - Deadline is Friday, April 3, 2020
 - ACCESS III

- Deadline: Friday, May 1, 2020

New Business

- Math and English placement are happening
 - Freshmen have been asked to complete a small survey, starting with fall 2020 classes
 - 29 students thus far filled out the survey
 - We can follow-up with transcripts
 - Math placement will be done before ever going to departments
- Workday Academic Advising Worklet – Links and Reports – Nastassja Key
 - Information built from Workday to current day, Nastassja presented the Workday Academic Advising Worklet
 - The Worklet will be used by academic advisors only
 - View may be similar, security will be different for people depending on access
 - The Worklet will include an Announcement section, a My Advisees section and an Academic Planning section
 - For certain reports with in these sections, you will be able to access more information from lists by ‘drilling’
 - Discussion held about the Student Advising Worklet (Dashboard)
 - Advisors will have a worklet for advising in Workday
 - There are six different tabs that can be used in the worklet
 - Two tabs in worklet thus far: Advising Cohorts (advisor lists by Program of Study) and Advising Reports
 - Four tabs remain undetermined, need to discuss needed information for academic advisors
 - Discussion held about having tabs for Advisor Waiting and ACCESS for Student Success Program
 - Discussion held about the tabs on each student record
 - These tabs should not be in the Worklet as they are in the Advising Cohort tab
 - There are six different tabs that have been determined can be used in the student record. These do not count in the Advising Dashboard.
 - Overview, Current Classes, Plan, Academic History, Transfer Credit, Academic Progress
 - Patti will follow-up this meeting with an email
 - Collect information for the Student Advising Worklet (Dashboard)
 - Speak with academic advisors in your area to gather input
 - Bring feedback to the next meeting
- FHSU Student Evaluation – Being Processed – 2843 Completed
 - Patti will follow-up with Sangki Min
 - When completed, Patti will disseminate the evaluations to the Colleges
- Update for TigerStripes
 - Freshmen and Transfer-On-Campus
 - Registration opened on February 10
 - Placement survey for Math and English-Freshmen Only
 - 2020 Tiger Stripes: Freshman Pre-Enrollment dates
 - Saturday, April 18 - 9:00 AM - 1:00 PM, check-in begins at 8:30 AM
 - Saturday, April 25 - 9:00 AM - 1:00 PM, check-in begins at 8:30 AM
 - Monday, April 27 - 1:00 PM - 5:00 PM, check-in begins at 12:30 PM
 - Monday, June 1 - 9:00 AM - 1:00 PM, check-in begins at 8:30 AM

- Monday, June 8 - 1:00 PM - 5:00 PM, check-in begins at 12:30 PM
- Transfer Pre-Enrollment dates
 - Friday, April 17 - 9:00 AM - 1:00 PM, check-in begins at 8:30 AM
Friday, April 17 - 1:00 PM - 5:00 PM, check-in begins at 12:30 PM
 - Monday, April 20 - 9:00 AM - 1:00 PM, check-in begins at 8:30 AM
Monday, April 20 - 1:00 PM - 5:00 PM, check-in begins at 12:30 PM
 - Monday, June 8 - 9:00 AM - 1:00 PM, check-in begins at 8:30 AM
 - Monday, June 15 - 1:00 PM - 5:00 PM, check-in begins at 12:30 PM

Next Meeting

- March 10 at 3:00 PM, Smoky Hill

Adjournment

- The meeting was adjourned at 4:00 PM.