

MINUTES
Academic Advising Committee
Tuesday, March 10, 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

- No motion made due to absence of a quorum.

Old Business

- ACCESS Update
 - Fall Holds
 - 35 remaining
 - ACCESS I-February 7 Deadline
 - 165 remaining
 - ACCESS II
 - Begins March 17
 - Deadline is Friday, April 3, 2020
 - ACCESS III
 - Deadline Friday, May 1, 2020
- Workday Academic Advising Worklet
 - Feedback
 - Discussion held in regards to what tabs to have in the worklet and what kind of reports academic advisors would like to run within the tabs
 - Two determined tabs
 - (1) Cohorts Tab
 - Plans of study-majors, minors and certificates
 - (2) Advising Reports Tab-at will reports
 - UG-Report
 - Intent to graduate

- GR-Report
 - Program reports
 - Admit Report– at will report
 - Include domestic and international
 - Enrollment Report
 - UG/GR
 - Past Advisees
 - Former Students
- Four undetermined tabs
 - (3) Retention/Student Success Tab
 - Early Alert
 - ACCESS
 - (4) Student Holds Tab
 - (5) Resources Tab
 - Quick reference points
 - Would academic advisors be able to bookmark resources within this tab?
 - (6) Curriculum Management Tab?
- Questions presented to Dr. Griffin
 - Notifications to email?
 - Open multiple tabs of same student?
 - Can advisors book mark in the dashboard?
- Additional feedback is welcome, send to Dr. Griffin
- 2019 FHSU Student Evaluation
 - Submitted to Chairs
- Edmund Shearer information submitted to Provost Arensdorf

New Business

- 2020 FHSU Student Evaluation moving to Blue for fall
 - Chairs have received notice of 2019 FHSU Student Evaluations
 - Discussion with moving to Blue
 - Reverse the scale?
 - Run all semesters, including summer?
 - Option to choose more than one Instructor to evaluate?
 - Patti has compiled a list of questions to discuss with Provost Arensdorf
- 2020 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

- April 14 @ 3:00 PM, Smoky Hill Room

Adjournment

- The meeting was adjourned at 4:00 PM.