

MINUTES
Academic Advising Committee
Tuesday, October 3, 2019
Prairie Room, Memorial Union

Dr. Patricia Griffin, Chair	Dr. Candace Mehaffey-Kultgen (Grad School)*
#Dr. Brett Weaver (AHSS)**	Ms. Nikki Brown (Academic Advising)***
Mr. 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 – September 19 Attachment A

- Cole Engel brought up corrections needed, Kelsi was in attendance and Candace was not in attendance. These will be corrected in the minutes.
- A motion was made to approve the minutes by Dr. Bremer, seconded by Dr. Mehaffey-Kultgen. Motion passed.

New Business

- FHSU Student Evaluation
 - In TigerTracks, Online Services, a new 'Now Open' balloon was added next to the Academic Advising Evaluation link
 - Last committee meeting, Dr. Griffin had asked committee members to gather feedback from their departments on what can be done to have more evaluation responses from students, undergraduate and graduate, feedback will be shared with the Provost. Feedback is at end of the minutes.
 - Have the Student Evaluation in the same place visually as the Course Evaluations, but distinguish the two roles
 - Push to seminar, train the freshman where to complete the student evaluation
 - Keep evaluation short and to the point
 - Act on advisor suggestions and what trying to learn, ex. change major-who is responsible for teaching this?
 - Create an 'Advisor Draft Email' with directions and purpose that the advisor can resend the same email currently to students. Currently, the evaluation email comes from advising@fhsu.edu, when to resend the email to students from advisors?

- Dr. Griffin will write a draft for the committee to go over before sending it to Deans and Chairs, she will send an email and provide feedback at the next meeting (**delayed for the spring meeting since evaluation will shut off in December and this requires programming changes**)
- Academic Advising Worklet – Links and Reports
 - A worklet will be created solely for academic advising
 - Dr. Griffin asked committee members to gather feedback from their departments and ask what academic advisors are doing in Cognos and what they need in their dashboard.
 - Committee members will continue gathering this feedback and report at the next meeting (**delayed for spring meeting due to onsite meeting with Workday**)
- Edmund Shearer Faculty Advisor of the Year and College Faculty Advisor of the Year
 - The Provost has requested the committee to look at our process for the awards
 - Last committee meeting, Dr. Griffin had asked committee members to gather feedback from their departments, what would make things easier for nomination and for departments to put forward, feed back will be shared with the Provost.
Discussion points held with present committee members:
 - Make the process shorter with an explanation of why nominees are eligible for this award, have check buttons that apply which can send directly to the Chair, have each Chair put forth one nomination with a brief comment
 - Align other nominations?
 - Open nominations first week of classes?
 - Dr. Griffin eliminates nominees if not eligible and will re-send to Chairs
 - All nominees are student selected
 - Dr. Griffin will prepare a draft mock up for the committee to go over, she will send an email and provide feedback at the next meeting (**delayed for spring meeting**)

Next Meeting

- November 12

Adjournment

- The meeting was adjourned at 4:00 PM

Feedback on FHSU Student Evaluation of Advising

ADVISORS:

Jana Zeller emailed Dr. Griffin with feedback she had received from a department member; excerpts from the email are as follows:

The advising form itself needs to be updated! It was implemented probably back in like 2000? Many of the questions that are being asked of the students, **they do not** understand and don't know how to rate the advisor based upon that. Some are questionable as to what really is being rated/evaluated. Yes, there are some great questions, but many of the questions that were on the old form were actually useful information for the advisor as well as the department chair. Maybe many were eliminated to keep it short and to the point, but really provide less useful information (in my opinion).

One such question as an example is the question: I act on my advisors' suggestions? What is this telling the advisor, the student, the chair?

I also wonder what has been done campus wide with the two questions: I understand the process to change my major and I understand the process to change my advisor. Has this been addressed with them during their orientation as well as with the advisor?

I would like to see us pull from the former advising instrument which to me provides more meaningful feedback for the chair and advisor. I would like to add back in the following:

- a. Your classification, how many semesters have you had your current advisor, how many times have you met with their advisor this semester? Or year?
- b. My advisor is knowledgeable of course requirements for my major
- c. My advisor is knowledgeable of general education requirements (especially with changes coming in the future)
- d. My advisor is helpful in planning my semesterly schedule of classes
- e. I feel comfortable asking my advisor when I need help concerning my academic difficulties
- f. Overall, I would rate my advisor (excellent, very good, satisfactory, needs advisor development)
- g. Would you like to be reassigned a new advisor? If so, schedule an appointment with the Department Chair at 628-.....

Or maybe looking for more appropriate questions in general. I just think the advisor evaluations could provide more meaningful information.

The answer to increase their participation might be to do the following:

- a. Encourage all advisors within an academic department to remind students to complete their advising evaluations
- b. Provide a physical evaluation form to have them complete instead of electronic (we had huge responses on our academic advising evaluations until we went electronic); maybe it wouldn't change with current day as well, but would be worth a try
- c. Come up with some type of incentive program for departments to increase their response rates

Again, just providing you with some of my initial thoughts here. I really think that when the form was changed (new questions), it may be that you lost faculty/department chair buy in with regard to what the advising evaluation was capturing. Just some thoughts. I have encouraged all department faculty to provide input as well. Do you mind sharing who is all on this committee and where the information will be shared to?

Additional note: Some of the questions that are being asked on the current advising evaluation isn't really relative to academic advising with your advisor. Specifically:

I understand the process to change my major

I understand the process to change my advisor

I am pretty confident that advisors normally wouldn't meet with a student and ask them do you understand how to change your major? Do you understand how to change your advisor? Only in a situation where they are visiting and ask about changing majors or having issues with an advisor and wanting to change. (this is not a huge % of students in our academic area). It is almost as if, this is a separate survey to ask students to find out if there are questions/topics like this that they could do more education with them on the enrollment days or new freshmen orientation days? Just some thoughts to consider.

STUDENT:

Nia Ward emailed Dr. Griffin with feedback she received from students; excerpts from the email are as follows:

I did get feedback on how to get students to fill out their advisor evaluations. I had a couple of students tell me they noticed the "Now Open" sign next to the evaluation and it intrigued them to open it. I do not know if the number of evaluations has changed, the sign is noticed.

Students also suggested that the evaluation be brought up during freshmen seminar, so they know the difference between course evaluations and advisor evaluations.

Other suggestions were targeted towards upper classmen and suggested that when students go for their degree summary, they are aware before their advisor signs it or before it is processed that the evaluation be done.

The last option that students liked the most is placing both the course evaluation and advisor evaluation in the same area. So, the advisor evaluation will be a part of the list of evaluations to complete.