

MINUTES
Academic Advising Committee
Tuesday, October 17, 2017
Pioneer Room, Memorial Union

Dr. Patricia Griffin, Chair	Dr. Jennifer Bonds-Raacke (Grad School)*
*Ms. Linda Smith (AHSS)***	*Ms. Nikki Brown (Academic Advising)*
Mr. Cole Engel (B&E)*	Ms. Debbie Staab (VC)***
Dr. Jacqueline Lubin (Ed)*	Ms. LouWayne Davidson (Registrar's)**
Ms. Jana Zeller (HBS)*	*Ms. May Schumacher (Fiscal Services)*
Dr. Keith Bremer (STM)***	Ms. Maggie Denning (Kelly Center)***
*Ms. Joleen Briggs (IDS)**	Mr. John Colclazier (Student)

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

*not in attendance

Call to order-Introduction and election of secretary-Attachment A

- The meeting was called to order at 3:00 PM
- Introductions were made

Approval of minutes – April 11, 2017 Attachment B

- No approval of minutes

Election of Secretary from the faculty membership

- Ms. Jana Zeller was elected Secretary

Old Business

- Charge to Committee 2016-2017 Provost Glynn
 - Can the advising survey be improved to provide more actionable feedback to faculty?
 - Can a subset of the advising survey questions be identified and used to measure individual and overall quality of advising at FHSU?
 - Dr. Patricia Griffin presented an update
 - Advisors: Members were divided into groups and collected feedback from professional and faculty advisors for undergraduate and graduate students. Student service questions were developed by student service areas.
- Advising Survey Drafts (attached to invitation)-going to Interim Provost
 - Undergraduate Faculty-Attachment C (UG Draft of Advising Evaluation)
 - Graduate –Attachment D (GRAD DRAFT Advising Survey)
 - Professional-Attachment E (Professional Advisor DRAFT)
- The current advising survey has been turned on
- The timeline for the new advising survey is a one to two year process to implement all changes

New Business

- Workday Update-Attachment F (10.4.17FHSU Student Implementation Timeline)
 - July 2017, started working on the new student system
 - Leading the new student system: Travis Taggart and Rachel Depenbusch
 - Student Recruit and Admission is live: Dr. Jennifer Bonds-Raake, Craig Karlin and Tricia Cline
 - Working on next part of student (planning and architecture) are leads: Dr. Patricia Griffin, Craig Karlin, Dr. Jennifer Bonds-Raacke, Wendy Rohleder-Sook and May Schumacher
 - Discussion was held about the Workday Update-Attachment and the Student Implementation Timeline
 - We will pilot advising and registration prior to going live. Departments have not been identified yet.
 - FHSU has a Workday website at: www.fhsu.edu/workday that includes information related to the phases of Workday as well as the monthly newsletters.
 - Currently, working on workbooks by providing all information into the student system, such as from the CICS system and including every graduate program, making changes as we go along
 - Dr. Jennifer Bonds-Raacke gave a brief description/updates on the graduate admission process to the committee
 - December 2019 is the current deadline for all of Workday Student to be live
- Global community for Academic Advising core competencies came out
 - Dr. Patricia Griffin will send a handout of the Core Competencies Flyer and the web link to the NACADA Professional Development Competencies for Academic Advisors
 - Members will review the handout prior to the November 28 meeting to identify which competency areas (Conceptual, Informational or Relational) they are most interested in serving with a work group
 - Work groups will draft training and professional development topics for academic advisors (faculty and professional). Recommendations will be sent to the provost in the spring

Announcements

- FHSU Student Evaluation (11,526 eligible students 20th day record)– Live September 20, 2017 – capturing 20th day students, not international students-- different process
 - Reminder emails scheduled
 - October 19
 - November 19
 - December 4
 - Shutoff is December 8, 2017 at 11:59 PM Central Time
 - Data is collected from the evaluation; Patti works with Technology Services to format the data
 - In February, the AACE office staff will separate the data and send it to Chairs and Administrative Assistants by March 1
- Majors and Graduate Programs Fair-Wednesday, October 18 11:00 AM – 3:00 PM
 - 945 attendance last year
 - Today, an email went out to volunteers with a list of prospective students/schools attending the fair

- Short surveys from participating students are collected at the fair
- Dr. Patricia Griffin encouraged members to come by the fair
- Any feedback is welcome

Next Meeting

- The next meeting is scheduled for November 28 @ 3:00 PM
 - Dr. Patricia Griffin plans to have a Workday update
 - If the Provost has feedback on the evaluation, discussion will be held
 - Members will identify which core competency areas they are most interested in serving with a work group for drafting an Academic Advisor Professional Development program for 2018-2019

Adjournment

- The meeting was adjourned at 4:00 PM