

**MINUTES**  
**Academic Advising Committee**  
**Wednesday, February 18, 2015**  
**Black and Gold Room, Memorial Union**

Dr. Jim Barrett	Mr. Cole Engel	Ms. Debbie Staab
Dr. Suzanne Becking	Dr. David Fitzhugh	*Dr. Bradley Will
*Mr. Brett Bruner	*Ms. Nanette Fitzhugh	Tandra Johnson, student rep.
Ms. Nikki Brown	Ms. Judy Getty	
Ms. Maggie Denning	*Dr. Brian Maricle	Dr. Patricia Griffin, Chair
*Ms. Rachel Dolechek	*Ms. Linda Smith	

\*not in attendance

**Call to order and approval of minutes – September 18, 2014**

The meeting was called to order at 3:30 PM by Dr. Patricia Griffin. No approval of minutes.

**TIGER CENTRAL: Updates**

**ACCESS Report**

Dr. Griffin presented an overview of a new addition to Tiger Central for the FYE Student Success Plan.

**NEW 'FRESHMAN SUCCESS' TAB:**

This tab was added in Tiger Central and includes columns to input ACCESS appointment information and a place for advisors to check off completed appointments. The system will populate a date. Note: If you find a student is not populating a date, send Dr. Griffin an email.

**EFFICIENCY:** Bret Bruner can run an ACCESS report for anytime of the day or year; great information for Chairs and Deans.

**New Business**

**Feasibility of Expanded Academic Advising and Career Exploration Center**

As an initiative of Student Affairs, this is a request to investigate the feasibility of a university wide Academic and Career Advising Center that would serve all first-year students, freshmen (and sophomore), exploratory students and probation/suspended students. A study group has been formed:

**STUDY GROUP MEMBERS:**

Dr. Patti Griffin Chair, Dr. Brad Will Co-Chair, Debbie Staab, SEAC Representative, Rose Arnold, Arts and Sciences Representative, Erica Fisher, Business and Entrepreneurship Representative, Dr. Steve Sedbrook, Health and Life Sciences Representative, Dr. Stacey Smith, Business and Entrepreneurship Representative, Bret Bruner, First Year Experience (FYE) representative, Dixie Balman, Athletics representative, Nikki Brown, Exploratory Students representative, Craig Karlin, Enrollment Management representative, Dan Rice, Student Support representative. As needed: Maggie Denning, Academic Success

Programs (ASP) representative and Katheryn Mayes, Disability Student Services (DSS) representative

TIMELINE: Due to the timeline, the plan is to move forward with a recommendation by May 8.

HOMEWORK FOR STUDY GROUP:

The committee will seek data from undergraduate students and undergraduate advisors.

The Study group will reach out to SGA for support and participation with feedback collection from undergraduate students.

Feedback collection from undergraduate students:

1. Focus groups for students
2. SWOT analysis
3. Availability
4. Resources
5. Survey for undergraduate students (on-campus, off-campus and virtual)

Feedback collection from undergraduate advisors:

1. Focus groups or town hall meetings
2. SWOT Analysis
3. Availability
4. Resources
5. Survey for undergraduate advisors.

Note: Individual faculty members will also have an opportunity to voice an opinion.

Data collection is tied to nine identified factors:

1. Advising Specialists.
2. Continuity and Availability.
3. Student Preparation for Major/Minor/Pre-Professional Areas.
4. Higher Retention and Persistence
5. Intentional Focus for students.
6. Student-focused, learner-centered, and collaborative relationships.
7. Facilitate Learning.
8. Faculty Work Load.
9. Structure for Growth.

The first meeting for the study group was held on Tuesday, February 17; two more meetings are scheduled for Friday, February 27 and Monday, March 23.

FHSU Student Evaluation of Advising

2014 Overall Results – handout

Dr. Griffin gave an overview of the handout. Results will be sent to the Chairs later this week.

Digital Measures

The FHSU Student Evaluation of Advising report will be moving to Digital Measures; Dr. Griffin is working with Dena King, CTELT.

#### Advisor Development Update for F14-S15

Academic Advising Certificate Program in Spring 2015

##### COMPLETED:

##### Tiger Workshop, Graduate Advising Certificate

The Graduate School and AACE sponsored a Tiger Workshop for faculty and staff. This workshop provided information on working with graduate students. This certificate was geared for those currently serving as a graduate adviser or who will be serving as a graduate advisor. Certificates were given to those who attended each of the two Sessions:

- Application, Assistantships, Program of Study, New Courses and New Programs

- Admission to Candidacy, Comprehensive Exams and Graduate Faculty Nomination

##### Tiger Workshop, Special Populations Certificate

This workshop provided information on working with the diverse needs of our students. Certificates were given to those who attended and/or completed each of the four Sessions:

- Advising Students with Disabilities

- Advising Student Athletes

- Advising International Students

- Advising Transfer Students

##### UPCOMING:

##### Tiger Workshop, Ethics, Policies and Law Certificate

This workshop will provide information related to advising students in a fair and equitable basis while being informed regarding the policies and laws that impact academic advising. Certificates will be given to those attending each of the four Sessions:

- Advising Polices

- FERPA and Privacy

- Title IX and Clery Act

- Advising Ethics

Note: Please report suggestions for future certificate trainings to Dr. Griffin.

#### Ability Allies Exhibit and Training-September 9-11, 2015

Fort Hays State is the first school in Kansas (public and private) to bring this training to our campus. The Black and Gold room will hold the exhibit. There will be 3 different speakers presenting awareness of abilities/disabilities and learning outcomes for students and faculty. 13 different training sessions will be offered at no cost. KAAN will be on campus on the 11<sup>th</sup> and will attend the presentation.

Kansas Academic Advising Network State Conference, FHSU, September 11, 2015

A 'Call for Proposals' will be sent to departments on our campus, looking at departments wanting to collaborate with other professions such as 'The Green Zone'.

**Other Items**

**Advising/Advisee List**

Debbie Staab reported she had made a suggestion to Jackie Ruder about a column to sort for students currently enrolled. Dr. Griffin suggested that the column could display multiple semesters that are active students, pre-enrolled vs. enrolled and will follow-up with Jackie.

**Next Meeting**

The next Academic Advising Committee Meeting will be held Thursday, March 12 @ 3:30 PM in the MU Trails Room. Dr. Griffin will give an update of the feasibility study. Anyone wanting to add an agenda item let Dr. Griffin know.

**Adjourn**

The meeting was adjourned at 4:30 PM by Dr. Patricia Griffin.