

MINUTES
Academic Advising Committee
Tuesday, March 27, 2018
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

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

Approval of minutes October 17, 2017 - Attachment A

- A motion was made to approve the November minutes by Mr. Keith Bremer, seconded by Dr. Cole Engel

Old Business-Advising Survey Drafts

- Core Competencies Workgroup Reports; discussion held
 - Conceptual work group members: **Nikki Brown-lead**, LouWayne Davidson, Jennifer Bonds-Raacke, Jana Zeller
 - See handout-Nikki reported their work group ideas to the committee
 - Informational work group members: **Maggie Denning-lead**, Cole Engel, Debbie Staab, Joleen Briggs, May Schumacher
 - See handout-Cole reported their work group ideas to the committee
 - Relational work group members: **Keith Bremer-lead**, John Colclazier, Jacqueline Lubin, Linda Smith
 - Keith reported their work group ideas to the committee; will send an email with the information to share with the group
 - For the meeting on the 24th, Patti Griffin asked Keith to have prepared a learning management system, specific or with samples attached, compiling information from the other two work groups

- Overall prospective from the work groups
 - The core competencies guide was helpful in their work groups
 - Advisors can't advise unless doing TigerEnroll training
 - A request was made by Patti made to have advisors complete online training
 - Will need to figure out a process that can be taken to the Provost counsel
 - Maybe have TILT do the online training
 - Patti will put together a proposal from the work group reports and identify resources needed
 - Possibly have an industrial designer from TILT or a Human Resource or Communications student that TILT can provide and teach them how to gather information in a cohesive matter
 - Maybe use a resource from a college's page to graduate faculty; if useful information is on a website from another college, can ask for permission to use
 - Consensus of the work groups
 - Have some kind of advisor training system on Blackboard (Blackboard course)
 - Have TILT do the training and as information changes update as needed
 - The Graduate Counsel can build their part
- Workday Update
 - Patti reported a Workday update to the committee
 - Currently, in the process of building 'Student'; not being built the same as HCM,HR, & Payroll, being built with 4 different waves
 - Wave 1: Academic Foundation, Curriculum, Data Conversion 1
 - Now in Wave 1
 - Course Foundational data (unit's description, etc.) (not about people)
 - Individual Locations-Co-requisite courses-Course Tags
 - Course subjects
 - Wave 2: Data Conversion II, Records (Advising & Registration) Financial Aid I & II, Fee Calc
 - About to work in Wave 2
 - Create a new course,
 - Who will create the new course
 - How to create a new course section
 - Ensure that all the information is accurate and not lost
 - Test every scenario that can possibly happen
 - Have training documents and provide training for people
 - Have historical objects for students that want to return that can be brought in to the system, will bring 5-year students back in to the system
 - Figuring, testing and training will be in overlap mode
 - Go-live date, there is a concern being addressed of having pre-requisitions not processed and brought in the system

- Real-live registration, shooting for April 2020 fall semester when registering students
 - Wave 3 Student Financials & Data Conversion III
 - Wave 4: Financial Aid III, Final Conversion Activities 1V
- The 'Student' part is totally separate from 'HR, HCM & Finance' part, however, people will log in to one system
- Hopeful to have 2 ½ months to test before going live with 'Student'
- There will be a mock registration in Fall 2019
- The Graduate School has built some external pieces

New Business - Attachment B

- 2017 FHSU Student Evaluation of Academic Advising
 - By March 4, evaluations were sent to department chairs
 - Still very much in line of where we are; the information is on the website

Announcements

- No announcements made

Next Meeting

- April 24 at 3:00 PM, Pioneer Room

Adjournment

- The meeting was adjourned at 4:00 PM