

Academic Advising Committee Minutes
Thursday, November 17, 2016
Smoky Room, Memorial Union

Dr. Patricia Griffin¹

Dr. Lorie Cook-Benjamin²

*Ms. Linda Smith (AHSS)**³

Mr. Cole Engel (B&E)**³

Dr. Suzanne Becking (E)**³

Dr. Phil Sechtem (HBS)**³

Dr. Keith Bremer (STEM)**³

*Ms. Joleen Briggs*⁴

*Dr. Chap Rackaway**⁵

Ms. Debbie Staab**⁷

Dr. Khan Zahid (SNU)*⁶

Dr. Kimman Pham (SIAS) *⁶

Ms. LouWayne Davidson*⁸

*Ms. May Schumacher*⁹

*Ms. Maggie Denning**¹⁰

*Mr. Brett Chrisler¹¹

*Ms. Yoana Cruz¹¹

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

*before name not in attendance

Call to order and approval of minutes (Attachment A) – September 21, 2016

- The meeting was called to order at 3:00 PM by Dr. Patricia Griffin. No approval of minutes.

Selection of Faculty Co-chair and Faculty Secretary

- A motion was made by Dr. Griffin to select Keith Bremer as Co-chair and Phillip Sechtem as Faculty Secretary; all in favor. The motion is passed.

Charge to Committee

- 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. Griffin asked the committee to devise a plan on how to address the charges in the spring and how to approach redoing the evaluation.
 - Dr. Griffin provided the following suggestions:
 - ACADEMIC ADVISING GOALS:
 - Students can pick their top 4 academic advising goals most important to them.
 - Dr. Griffin asked the committee to think about creating separate a work group for SEAC advisors and professional advisors. Will be discussed next meeting.
 - COMMON SET OF QUESTIONS:
 - Have a common set of questions on the survey that students would answer overall.

- Graduate advisors, undergraduate advisors, and professional advisors will all have different questions.
- Both institutional and student driven, having students identify what's important to them during a semester (first-time freshman versus other students and on-campus students versus virtual students).
- Have an element including both undergraduate students and graduate students (on-campus students or virtual students) using the same questions but different format.
- Should consider a specific set of questions for professional advisors and for faculty advisors?
- OTHER SERVICES OTHER THAN ADVISING:
 - What are some of the other services involved in simple things students ask their advisor such as purchasing books, transfer work, finalization process, degree summaries, etc.?
 - Students may think their questions are advisor issues, but they are really service issues depending on the timeline within a semester.
- RELIABLE DATA:
 - Have enough responses to use as reliable data of what the student thinks are important to them to achieve their goals, assess advising goals, and identify service concerns.

Note for Clarification: Academic Advising Assessment – Fall 2017 target

- *Evaluation* usually measures *advisor effectiveness*
- *Assessment* usually measures *programmatic outcomes*
- Evaluation of individual performance and evaluation of effectiveness of processes may be used as part of an overall assessment designed to measure program outcomes

Reports

- Faculty Workload Taskforce is scheduled to make recommendations to Dr. Glynn on December 5, 2016.
 - Recommendations will be based on the numbers that exist; Dr. Griffin is providing data.
 - May need more professional advisors
 - There is a collection of services at FHSU tied together with advising (ex. Advisor to Degree Analyst); what are the services and who provides the services?
- Workday update
 - HCM/Finance/Payroll Part: The Steering Committee has been delayed, at least until April.
 - Student Part: Workday will do a scope of work template and training will be done.

New Business

- Discussion was held on an approach to meeting charge of the committee.
 - MEET AS A GROUP:
 - Regular committee meetings will be scheduled in February, March and April.

- The committee will use the current 11 advising survey questions and word in a different manner; when converting to Workday, question 12 on the advising survey will be changed.
- SUB-GROUPS:
 - Dr. Griffin suggested having 3 different sub-groups such as a faculty sub-group, a graduate advisor sub-group and an undergraduate professional advisor sub-group.
 - Faculty: Smith, Engel, and Bremer
 - Graduate: Becking, Sechtem and Rackaway
 - Professional: Benjamin-Cook, Briggs, and Staab
 - Sub-group meetings will be scheduled by an appointed leader; sub-groups would all return to regular committee meetings for finalization as a committee.
 - From a services prospective, have May Schumacher, LouWayne Davidson and Maggie Denning attend sub-group meetings.
 - From a student prospective, Student Government will continue to attend regular committee meetings and can be involved in sub-group meetings.

Announcements

- Discussion was held regarding the revised 2016 Fair Labor Standards Act (FLSA) which will be implemented on November 20, 2016.

Next Meeting

- Academic Advising Committee meetings will be scheduled for in the spring; calendar invites will be sent out.

Adjournment

- Debbie Staab moved to adjourn the meeting at 4:10 PM; Cole Engel seconded the motion. Motion approved.