

**MINUTES**  
**Academic Advising Committee**  
**Tuesday, November 28, 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**

- 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 October minutes by Ms. Debbie Staab, seconded by Dr. Jacqueline Lubin.

**Old Business-Advising Survey Drafts**

- No movement has happened in regards to the Advising Survey Drafts.

**New Business - Attachment B – Advising core competencies**

- 2018-19, members are working on a new advising professional development plan that will focus on the following three advising core competencies:
  - Conceptual
    - This core competency provides the context for the delivery of academic advising.
  - Informational
    - This core competency provides the substance of academic advising.
  - Relational
    - This core competency provides the skills that enable academic advisors to have a relationship with their advisees.
- Members present at today's meeting selected which work groups to work in and chose leads for the work groups:
  - Conceptual work group

- Group members: LouWayne Davidson, Nikki Brown-lead
- Informational work group
  - Group members: Cole Engel, Debbie Staab, Maggie Denning-lead
- Relational work group
  - Group members: John Colclazier, Jacqueline Lubin, Keith Bremer-lead
- Dr. Patricia Griffin will send an email to members absent from today's meeting and request which work group they prefer to work in.
- After work groups are assigned, groups will meet and work together; can reach out to Patti for more information.
- Suggestions were made on what to work on in the work group meetings by Patti:
  - We have certificate advising sessions. What sessions are missing?
  - What do we need to provide as an institution to create the relationship of a student and their advisor? This is the most critical relationship.
  - Students need to learn how to utilize the student/advisor relationship. Ex. How does a student request a letter of recommendation? Was there a student/advisor relationship established prior to the request?
  - Work on building a program/model all can utilize.

#### **Announcement-FHSU Student Evaluation**

- Reminder emails are scheduled to be sent out with the last one scheduled for December 4, sent only to students that have not completed the evaluation.
- Shutoff for the evaluation is schedule for December 8th at 11:59 PM Central Time.

#### **Majors and Graduate Programs Fair**

- Ms. Nikki Brown updated members with a wrap-up of the 2017 Majors and Graduate Programs Fair.
- Over 900 students attended, prospective student numbers were up
- Had a good evaluation response from students; overall, the fair was successful.
- Had over 200 faculty members participate, however, did not receive a good evaluation response from faculty.
- Nikki asked members to report any feedback from their faculty of the fair; each year, changes and improvements are made from the feedback and Nikki writes a report that is shared with the institution.
- Suggestions were made on new ways to receive feedback from faculty for future fairs:
  - How can we alter our information for faculty for them to give their students in classrooms, etc.?
  - What are at the tables that draw students to the tables?
  - At the fair, other than prospective students who always wear a provided lanyard, how can faculty target students who are looking at a specific major vs. exploratory students?
  - Have small focus groups with faculty after the fair.
  - Ask faculty how they follow up with students that visited their tables and what they do to continue the conversations.
- Next year's fair is scheduled for Thursday, October 18

- Focus of the fair:
  - Quality improvement, conversations at tables with faculty members.
  - Trying to find ways to get more feedback from faculty.

**Next Meeting**

- A calendar invite will be sent with spring meetings; focus will be on the competencies.

**Adjournment**

- The meeting was adjourned at 4:00 PM.