

**MINUTES**  
**Academic Advising Committee**  
**Wednesday, September 21, 2016**  
**Pioneer Room, Memorial Union**

**Dr. Patricia Griffin**<sup>1</sup>

\*Ms. Linda Smith (AHSS)\*\*<sup>2</sup>

Mr. Cole Engel (B&E)\*\*\*<sup>2</sup>

\*Dr. Suzanne Becking (E)\*\*\*<sup>2</sup>

Dr. Phil Sechtem (HBS)\*\*<sup>2</sup>

Dr. Keith Bremer (STEM)\*\*<sup>2</sup>

\*Ms. Joleen Briggs\*<sup>3</sup>

\*Dr. Chap Rackaway\*\*<sup>4</sup>

Ms. Debbie Staab\*\*<sup>6</sup>

TBA(SNU) \*<sup>5</sup>

TBA (SIAS) \*<sup>5</sup>

Ms. LouWayne Davidson\*<sup>7</sup>

\*Ms. May Schumacher\*<sup>8</sup>

\*Ms. Maggie Denning\*\*<sup>9</sup>

TBA<sup>10</sup>

TBA<sup>10</sup>

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

\*not in attendance

**Call to order and approval of minutes (Attachment A) – April 14, 2016**

- The meeting was called to order at 3:30 PM by Dr. Patricia Griffin. Dr. Cole Engel moved to approve the April minutes; Dr. Keith Bremer seconded the motion. Motion approved.

**Selection of Co-chair and Secretary**

- New provost committee charges and rules have been implemented for academic committees.
- Co- chair and Secretary positions need to be appointed at the next committee meeting; Dr. Keith Bremer mentioned he has an interest in Co-chairing.

**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?
  - The information collected on the survey helps us to improve academic advising at FHSU. Currently the survey is dispersed to department Chairs and Administrative Assistants; Chairs disperse the survey to their faculty. This year, the process will be the same and faculty will have the survey before the end of February as it is used for teaching evaluations.
  - Moving forward, the format of what we are gathering will be different as to possibly use these charges for merit and tenure promotion. Currently, the survey is only ran in the Fall and current within the academic year; people are captured after 20<sup>th</sup> day. The Provost would like the survey to run in the Spring and the Fall, same as teaching evaluations.
  - As a committee we can add questions to the charges, tie back the things that are measureable and appoint sub-committees if needed.
  - Charges are to be reported to the Provost before the next academic year.

**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 Advisor ratios assigned to Faculty Workload Taskforce
  - What is an equitable advising load for all faculty? Should graduate and undergraduate students count differently?
    - The workload committee should be looking at faculty data.
    - Charges are on the website.
    - All departments should be representative; workload is not the same.
- Change in pre-enrollment dates
  - Updated on the Academic Calendar
    - Pre-enrolment will start earlier and go longer.
    - Beginning October 17, virtual and intersession students can pre-enroll; listed on the academic calendar. Note: The iCal calendar is available for faculty and staff to download.

**Technology Updates**

- TigerCentral
  - Update on Project List
    - A 'Reset Filter' button has been added to the filter bar of the Advisee List.
    - The Math 010 Notification display was added.
    - Rich text formatting (a wysiwyg editor) was added to the email textbox.
    - The Excel list was fixed so that it reflects the filtered criteria.
    - Everything done so far has been published and is live now.
    - The 'Email Advisees' list is not pulling advisees that don't have a secondary e-mail. Travis is working on getting that corrected, and the 'new' issue with SEAC advisors is not showing up now. He doesn't think they're related and knows that both were working earlier.
    - Travis had picked issues he felt he had a good understanding of and could work on between other projects. Several of the other items will require more explanation or more discussion as he gets to them.
  - Timing out issues
    - Anyone experiencing timing out issues in TigerCentral, let Dr. Patricia Griffin know; she will need to know what part of the application you are in.
- Workday
  - Discussion was held on an implementation of Workday, 'Discovery for Student'; we talked about what the system doesn't currently do as Workday representatives processed the conversations.

- Representatives will return to discuss what we need to integrate into the system; the idea is to have less of other things and will be working on reporting and integrating.
- The next week, we will be talking about student financials and financial aid.
- Representatives will return again late November; that is when the contract will become set. Every major will have their own degree summary format with every option having their own format semester to semester.

### **New Business**

- Non-degree update
  - Moving forward, students will not have the option to self-advise if they have pre-requisites; much conversation will be had on how this will work.
  - Departments will have to review their pre and co-requisites; when there is a course number change, the change will need to apply everywhere.
- FHSU Student Evaluation of Advising- 20<sup>th</sup> day
  - The FHSU Student Evaluation of Advising will go out on the 20<sup>th</sup> day, same format as before.

### **Announcements**

- No announcements made.

### **Next Meeting**

- The next Academic Advising Committee meeting will be scheduled for October 13.

### **Adjournment**

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