

**MINUTES**  
**Academic Advising Committee**  
**Tuesday, October 16, 2018**  
**Trails Room, Memorial Union**

Dr. Patricia Griffin, Chair	#Dr. Jennifer Bonds-Raacke (Grad School)**
Dr. Brett Weaver (AHSS)*	Ms. Nikki Brown (Academic Advising)**
Mr. Cole Engel (B&E)**	Ms. Kelsi Broadway (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. Debbie Staab (IDS)**	Mr. Nicholas Glassman (Student)

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

#not in attendance

**Call to order-Introduction and election of secretary**

- The meeting was called to order at 3:00 PM
- Introductions were made
- Election of secretary was not done

**Approval of minutes – September 25 Attachment A**

- Cole Engel brought up the conceptual is listed as conception. This will be corrected in the minutes.
- A motion was made to approve the September minutes as corrected by Debbie Staab, seconded by Maggie Denning. Motion passed.

**Old Business**

- Core Competencies – Work Groups – Implementation for Spring 2019
  - Re-vamp handouts
    - Create content as an institution
  - Advising Web-site
    - How to display content, display on the Web, take to core competency structure?
    - Having conversations with Dartlet
    - Design piece on hold
    - Create a calendar of professional development opportunities including trainings offered for new and current faculty advisors and professional advisors (start with new faculty)
      - FHSU Advising technology training for advisors
        - Possibly include video clips, currently in review for keeping or not keeping Blackboard
      - Continue with advising sessions
      - Possible trainings at faculty luncheons and at new faculty orientation
        - Protection for student privacy will be mandated in the trainings

- Implementation with a target date by Fall 2019, not platform specific
  - Advising Web-site
    - Create a to do list, possibly include video clips, for incoming students (start with new students)
      - Create links for both undergraduate students and graduate students
        - Possibly use ILOS (video recording software), not Blackboard specific, can go out anywhere
    - Goal is to maybe change from Blackboard in 2020
      - Dr. Patricia Griffin has a meeting next week to review the possible change
- Academic Advising Committee Work Groups
  - Dr. Patricia Griffin asked members to schedule a workgroup meetings and prepare reports for the next meeting; reports can be included in the attachments or brought to the next meeting
    - Christine Hunziker will send a copy of the Core Competency Draft Document to all members to use in their workgroups and an Academic Advising Core Competency Guide to Kelsi Broadway
  - Work group members for each group are as follow:
    - Conceptual work group
      - Group members: LouWayne Davidson, Jennifer Bonds-Raacke, Jana Zeller, Nikki Brown-lead
    - Informational work group
      - Group members: Cole Engel, Debbie Staab, May Schumacher, Kelsi Broadway, Maggie Denning-lead
    - Relational work group
      - Group members: Brett Weaver, Nicholas Glassman, Jacqueline Lubin, Keith Bremer-lead
- FHSU Student Evaluation (11,273 eligible students 20<sup>th</sup> day record)- Live September 20, 2018
  - Reminder emails scheduled
    - October 18
    - November 18
    - December 3
  - Dr. Patricia Griffin asked that advisors remind their students to complete the evaluation at midterm appointments
  - Shutoff is December 7, 2018 at 11:59 PM Central Time
    - Teacher evaluations will be shutoff at this time as well
- Workday Update
  - 600 level classes blocker, working with Workday to hopefully solve this issue
    - A decision needs to be made before moving forward with the curriculum management piece
      - The decision can impact the timeline of completion
- Academic Planning for each major
  - An Academic Plan is offered in Workday for undergraduate students and graduate students
    - The plan offers all the degree requirements to build electronically

- Each academic department will be asked for a version of their plan; the goal is for a student to 'really' make a plan
  - A student would have a General Education Program and a Major Program
    - Changing majors would impact the plan
    - For transfer students, having a plan when they enter?
- Roll out for Academic Planning will happen when Workday-Student goes live
- KBOR Student Government has Academic Planning as an initiative for the coming year.

### **New Business**

- ACCESS for Student Success
  - New button located in TigerCentral, Advising, Advising Advisee List that will generate an ACCESS report
    - CSV/Excel Advisee ACCESS report
      - The report will pull from ACCESS appointment 'check-offs'
      - No campus announcement yet
  - ACCESS oversight will be moving to AACE in the future
    - Training announcements will be made
- FHSU Faculty Morale Poll – Advising Questions-Attachment B
  - Dr. Patricia Griffin pulled a FHSU Faculty Morale Poll report summary and discussed findings for questions 9 and 17
    - The report is available from Faculty Senate representatives

### **Announcements**

- Majors and Graduate Programs Fair-Thursday, October 18 11:00 AM – 3:00 PM
  - Nikki Brown mentioned reminders to committee members about the upcoming Fair
    - Open to all students
    - Come and go event
    - Different set-up this year, more interactive

### **Next Meeting**

- November 6, Trails Room at 3:00 PM
  - Agenda items will include the Academic Plan and Workgroup reports; documents for the meeting will be sent as attachments in the meeting invite

### **Adjournment**

- The meeting was adjourned at 4:00 PM