

MINUTES
Academic Advising Committee
Tuesday, September 25, 2018
Prairie 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-Attachment A

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

Approval of minutes – April 24 Attachment B

- No approval of minutes

Old Business

- Core Competencies – Attachment C
 - Last year, Academic Advising Committee Work Groups were created for the task of training and development of a new advising model; this year, re-appointed and new appointed committee members will move forward with this task
 - Members participating in Academic Advising Committee Work Groups this year:
 - 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, Maggie Denning-lead
 - Relational work group
 - Group members: Brett Weaver, Jacqueline Lubin, Keith Bremer-lead
 - Members needing assignment
 - Kelsi Broadway, Nicholas Glassman
 - Dr. Griffin will acquire more Academic Advising Core Competency books for new members and will send out a link with more information for use in their work groups
 - Questions to be considered by members, please let Dr. Griffin know

- Fischli-Wills Student Success Center
 - Building Plans Spring 2020-Summer 2021
 - Patricia discussed with members how the Center ties into advising and what phases of building plans she's been involved in
 - Currently, the phase for 'what do you need' has been completed
 - After this October, the next phase for 'what do you want' will be conferred; Patricia is currently working on a 'want list' for the Center
 - Spring of 2020, the Center will break ground
 - Summer of 2021, offices will move to the Center; three-story building
 - Fall 2021, start of operation for the Center
 - Academic Advising Model
 - Dr. Griffin is currently examining data from fall 2015 through fall 20th day of this semester and updating information
 - Discussion will restart when the new Provost is on board

New Business

- FHSU Student Evaluation (11, 273 eligible students 20th day record)– Live September 20, 2018
 - Reminder emails scheduled
 - October 18
 - November 18
 - December 3
 - The evaluation is based on students enrolled on the 20th day of the semester; International students are eliminated
 - There are 11,273 students eligible to fill out the evaluation
 - Students that fill out the evaluation will not receive the reminder emails
 - Shutoff is December 7, 2018 at 11:59 PM Central Time
 - Academic Advising Security Requests
 - A new process has been implemented to request Academic Advising security for advisors; Chairs, Deans and Administrative Assistants were sent an email on the new process
 - Academic advising security requests, specifically for TigerEnroll and TigerCentral access, are submitted to Technology Services and routed to the department Chair and then to Dr. Griffin for approvals
 - Dr. Griffin will verify that training was completed by advisors prior to the requests; requests will not be approved until training is completed
 - ACCESS for Student Success
 - ACCESS consists of 3 meeting requirements for fall (I, II, III) and 3 meeting requirements for spring (IV V VI), new freshman meet with their advisors
 - An acknowledgement form of the meeting requirements is completed by the student prior to the start of ACCESS
 - For ACCESS meeting requirements not met, enrollment holds are placed on student accounts; Rachel Brinley can be contacted for hold removal when applicable
 - Dr. Griffin will soon make an announcement to Chairs and Deans about ACCESS requirements and holds
 - Dr. Griffin is working on correcting and sending out ACCESS reports; Chairs and Deans will be notified first, and the next day, will be announced campus-wide
 - Dr. Griffin made a request to move the ACCESS program to her office

- Workday Update
 - Dr. Griffin informed members that in regards to 'Student', there will be an upcoming meeting to discuss a timeline of completion
 - In regards to the curricula catalog, the plan is to go live in February, which was moved from November-December
- Security Cleanup in current systems
 - The university is emerging to a role base security system
 - Security will change based on what role people are in; only the people that are role based will have security
 - With a security audit from the State of Kansas, Dr. Griffin is examining security purposes with CICS, TigerCentral and TigerEnroll and what justifies people having access
 - For any TigerCentral or TigerEnroll issues, reach out to Dr. Griffin
- Academic Planning for each major
 - Students in their majors want to know what their academic plan is for each semester
 - At the board level, Student Government is presenting an educational plan for each major, that can be available as a department handout and/or viewed electronically, including unique major programs
 - Expectation is for the educational plan to align with the Workday piece for each major
 - How to go about implementing the educational plans will need to be discussed with Chairs and Deans

Announcements

- Majors and Graduate Programs Fair-Thursdays, October 18 11:00 AM – 3:00 PM – Handouts
 - Nikki informed members about the upcoming fair
 - Handouts were distributed on and off campus to promote the fair
 - For tracking student attendance for a course expectation or extra credit opportunity, can contact Ms. Brown, an email will be sent out to faculty soon
 - Attendance goal for students is to be more well-rounded and marketable when they leave

Next Meeting

- October 16, Trails Room at 3:00 PM

Adjournment

- The meeting was adjourned at 4:00 PM