Minutes from Meeting

Attending: Jenny Connolly, David Marchesani, Nageswara Posinasetti, Michael Gasser, Inez Murtha, Michelle Holland, Raquel Zuniga, and Bailey Jimmison.

Review of Current Student Registration (Questions and Issues) for Fall 2018 Semester

- Change in personal wellness course prefix (HPELS and KAHHS) was announced in a timely manner to students and staff
- Issues are emerging about Personal Wellness at Hawkeye / 3 credit hour version
  - How are these individual situations being handled by Registrar Office / Admissions?
- Marketing department dropped the specific non-business sections in Spring 2018
  - In theory was great but was not set up appropriately in SIS
  - Communication did not go out campus-wide about this change
- Questions campus wide about registering for College of Business classes / sections
  - For Fall 2018 – An information sessions by CBA about business minors and registering for business classes as non-majors?
- For College of Business advisors:
  - Group advising for CBA majors in computer lab for first time!
  - Walk In Wednesdays
- Institutional Wide Programming
  - Computer Lab Availability and Peer Assistance during Registration time
  - Basic Handouts
    - How to I change a class
    - How to I access my advisement report
    - How to add a class
    - Common One Page LAC sheet
- Development of Academic Advising Communication & Resource Sub-committee to focus on campus-wide development and distribution
- Questions about how Communication Studies Department was conducting advising this semester
- Terms and Conditions Hold
- Discussion about technology resources:
  - COE Black Board / eLearning site for first year student cohort - benefits and outcomes?
  - Advisor Workspace

Campus Wide Advisor Development

- Enhancements this academic year
  - Advisor Portal
    - What can be added to enhance the web site for more effective and efficient use?
  - Campus Wide Communications
    - Advisor communication plan
    - Listserv communications / Posting of information to portal
• Expanded use of calendar on the Advisor Portal

• Struggle of how much information students are receiving from all campus areas
  o How can we analyze how much is being sent out?
  o How can we more effectively communicate with students?
  o How do we balance and coordinate distribution of messaging?

• Advisors are interested in these topics:
  o Go through the student side of SIS / difference between faculty/staff view and students
  o Working with Students in Academic Difficulty
    ▪ What each means
    ▪ Prompts for discussion
  o Academic Forgiveness Policy
  o How to appropriately document information? FERPA

• Establish a subcommittee for advisor development planning and coordination for 2018-19
  o Members of both Advising Council and Advisor Network

• Cultural Competencies in Academic Advising
  o Flipped classroom learning opportunity in Fall 2018 or Spring 2019?
    ▪ Get guidance / assistance from
      • Michelle Devilin (HPELS)
      • Mark Gray (Sociology)
      • Jamie Butler Chidozie (CME)
      • Member of ALC Team?

• Current Topics of Engagement for Council / Next Steps

• Updates provided on Liberal Arts Core Revision Committee
  o How and when will this impact academic advising?
  o How is information being communicated to campus-wide constituents?

• 2nd Half Semester Classes
  o Fewer 2nd half semester classes in Spring 2018 and Fall 2018
  o What is beneficial for a student to take as a 2nd half semester class?
  o Can we establish additional Strategies for Academic Success sections for the Fall 2018?

• 2nd BA Advising
  o Beyond discussion, need information resources and/or web page(s) for communication of information for both student and staff
  o Can we identify an advisor in each department for 2nd BA students to contact?

• CRM – Stage 2: Student Success (includes academic advisors and student development)
  o What are our processes?
  o What can we do better?
  o What will help students be successful?

• Council Goals and Planning for 2018-19 Academic Year
  o How is the Provost being made aware of the information from the Advising Council and how are we interacting and engaging with him?
  o How do we make our efforts, ideas and communications more transparent for campus-wide academic advisors, faculty and administration?
  o Active role in the CRM – Stage 2 development
  o What is needed for the Higher Learning Commissions Visit?
• Campus Wide Academic Advisor Assessment
  • How can we get started
• Data and Statistics
  • Advisor and/or office contacts
  • Advisor / advisee loads
  o How can we encourage and enable faculty greater involvement in Advising Council discussions, activities and initiatives?