Draft Document #1 – 10 Year NACADA review

- Council Comments, questions or additions:
  - A sense that communications regarding Academic Advising may not be reaching individuals who need it, communications in all directions may be an issue.
  - For the criteria colleges and schools make available as appropriate the human and financial resources necessary to decrease the student to advisor ratios – need to find ways to track this better as well as to having historical 3 – 5 year information and averages. Michele Peck should be able to run reports needed.
  - With the new Advising Portal – LAC Advising Guide should be either hosted on the Advising Portal or linked to it.
    - Discussion also focused on the development of a campus-wide LAC Guide to be used by academic departments or as a template if changes need to be made for specific majors or programs.
  - A copy of the draft document will be shared on google docs to all council members for further review and comments. Comments to this draft by Tuesday, February 20 by 5:00 p.m. to be included in the draft presented at our next meeting on Friday, February 23.
  - Overall document may be a little long.
    - Provost will be looking for a document that represents the good thinking of the group as representatives of academic advising.
  - Suggestion was made to develop a coverpage that is an executive summary: areas of improvement, what we’ve done, areas that haven’t been touched, etc.
  - Draft #2 will be distributed prior to the February meeting for further discussion regarding changes and next steps.

Diane with Registrar’s Office – Post Baccalaureate / 2nd BA Students

- Effective with Summer 17 transfer work for these students will be entered.
  - Only 4 year institution transfer credits will be entered
  - 2 year institution credits will be unless only if transcript is sent in by the student and need for the 2nd BA degree.
- Students also need to apply to Admissions, not just go directly to departments.
- Approximately 60 students a semester in this population
  - A significant number of these students are pursuing a teacher education major.
- Many departments are getting Post BA questions directly from students who haven’t applied. Students should be directed to make initial contact with the Office of Admissions.
  - Formal Steps A Student Should Follow
    - All students must first complete an Application for Admissions from the Office of Academic Advising
      - After application, record analysts in the Office of Admission will enter in the transfer course information into the student’s UNI records.
    - The appropriate record analyst in the Registrar Office will then be informed of the information entered and a degree audit will be completed.
• Student will be contacted by the Record Analysts from the Registrar Office with an advisement report and will direct the student to the appropriate academic advisor in the department.
• Post Baccalaureate / 2nd BA student who are still deciding / exploring their options should be directed to Career Services.
  o Will need to talk to representative in Career Services about non-UNI students needing assistance.
• Students Updates to applications are being considered and will be implemented later in the Spring semester.

Office of Academic Advising looking to change program name: Want to change from Deciding to Exploratory. Questions/Comments/Concerns:
• Members of the Council agree on the benefits of term “Exploratory” being used.
• Question was asked about the understanding of this term...but discussion ensued that there may not be an ideal term that promotes 100% understanding of this population.

Love My Major Month
• Declaration Day is on February 28th
  o This is a day that is being promoted to students to go to the academic department to declare their major.
  o Departments do not need to have a formal program prepared – only to be aware of potential increased traffic.
    ▪ Department could have an advisor available to meet with students or printed information available if they so choose.
  o Encouraging students to declare at this time prior to the registering of classes for the next semester.

IowaAAN Institute on Assessment and Drive-In Conference
• Institute - Dr. Rich Robbins will be hosting this 7 hour session for $50. T
• 9th Annual Drive In – Dr. Robbins will be keynote speaker and will be conducting sessions.
• A form on the Advising Portal for any individuals interested in attending. This information will be used to determine interest level from members of the UNI community and potential coordination of transportation to both events.