

EAAIC Meeting Minutes

October 5, 2022 1:00 p.m.

Present: Adam Black, Katherine Brickey, Andrea Calaway, Polly Clauson, Vince Dreyer, Kristie Dockstader (for Shalece Nuttall), Monica Ferreyra, Julie Harps, Ashley Holt, Kyle Hicken, Deborah Merritt, Peni Mouna, Wade Oliver, Shaunna Requilman, Natalie Shelley, Dustin Shipp, Rachel Terry, Kim Truesdell, Martha Wilson

Guests:

Next Meeting: October 19, 2022, 1:00 p.m.

1. **Introductions:** Introduced those not present at the last EAAIC meeting.
2. **Review Action Items from Last Meeting:**
 - A. **AS8- Scholarly inquiries/collaboration:** Directors are establishing routines for professional development in their staff meetings.
 - B. **CC3A- Advising needs to meet more often:** Vince has created a survey to find a date for the Advising Town Hall; discussed best audience to be invited and who will complete the survey. Questions will be solicited prior to the meeting. **Decision was made to invite those who normally attend the Advisement Forum meetings. The survey will be distributed to directors to get their team preferences in the next few days.**
 - C. **CC10B- Advisor training:** We will continue to involve campus partners in our Professional Development sessions and Advisement Council/Advisement Leadership Council meetings as appropriate.
 - D. **CC13- Concurrent Enrollment:** Vince has invited Shyandrea Glass (athletic advising) and Spencer Childs (concurrent enrollment) to attend the monthly Advisement Council meeting; Kristen Nuesmeyer (Academic Standards) was invited a few months ago.
 - E. **CC16- Campus-wide texting platform:** Katherine has been training advisors on the Mongoose Cadence platform through the Professional Development series.
 - F. **CC17A- Recording meetings:** OUA has instituted the practice of recording all sponsored meetings; directors will record other meetings/guest training as needed.
 - G. **CC17B- Create MS Teams channels:** We already have the ability to go to the "Ask the Registrar" webpage to ask questions; financial aid will be working on setting up an advising Teams channel to get answers to questions.
 - H. **SD8- Submit UVU advisors for NACADA awards:** This is in progress; Shalece Nuttall is assisting current UVU awardees with their NACADA award portfolios; noted that anyone can apply for the NACADA awards (regional and/or national); contact Shalece if interested.
3. **Continued Discussion on Quick Wins:**
 - A. **PP8: Utilize social media and digital signage to remind students that advisors are here and available to help.** Discussed that utilizing digital signage could be complex; possible issues included where to mount a digital sign, who would pay for the monitor/screen, how often it would need to be updated (submitted messages run for two weeks and then need to be resubmitted), that they are often "tuned out," etc. Monica suggested seeing if used monitors

are available through surplus. **Action: Vince will reach out to University Marketing to get more information on using digital signage. Monica will check with Surplus on the monitors.**

B. SD9: Increase the number, frequency, and array of types of recognition and awards.

Discussed that “advisor of the month” would work well at the University Advising level, but not necessarily at the unit level (small centers). Would need to establish parameters, nomination process (how and by whom), who would choose winner, etc. Discussed frequency (monthly or per semester), that no portfolio would be required, and that each director is not REQUIRED to submit every month. Suggested that the Professional Development Committee make the decision on the winner(s). Could also do advisor spotlights (like in the old Advisement Forum Newsletters) and address in social media/digital signage. Asked if there would be some sort of recognition for directors (could be “director of the semester”); would also need further discussion. **Action: OUA (Rachel) will re-establish the Professional Development Committee and discuss further.**

C. SD10: Incorporate advisor recognition and rewards at campus-wide events where administration, faculty and staff might be made aware of the successes and impact of advisors.

Vince has been looking at the “Thank You Thursdays.” Discussed former recognition that inadvertently went to OUA only, etc. Vince mentioned that he created a slide for the Academic Affairs Success Celebration, but the message was lost due to the automatic advancement of the slides; Deb Marrott asked if she could get a copy of the slide. Getting on a “Talk with Tuminez” was also a suggestion. Katherine suggested that advisors could be spotlighted in the graduation program/ presentation. David previously stated that advisors would not be included in the college staff awards now that supervision is centralized. Deb suggested that Vince get involved with the Associate Deans Council and creating a recommendation sheet for involving advisors more in the departments; Vince mentioned that he presented to the deans and then met with them individually to emphasize the dotted-line association. **Action: Vince will send the slide to Deb and coordinate recognition on “Thank You Thursday.” He will also consider the “Talk with Tuminez” idea.**

D. SD11: Develop/Enhance systems that allow recognition and awards based on merit that includes consideration of student interactions and student surveys.

Wade reported that the discussion in his group was that concrete student data be included in recognitions/awards; Monica had a similar discussion in the assessment committee to get the full picture of an advisor’s impact/accomplishments. Current advising awards have been using the NACADA rubric. Vince mentioned that most of the student surveys he has looked at give glowing reviews; there may not be much differentiation to highlight exceptional advisors. **Action: Student surveys will be considered when deciding winners of competitions.**

E. SD12: Formalize more recognition and reward at the Center level. Monica mentioned that “kudo of the week” may be too intensive, especially during leave/holidays; Vince mentioned that the suggestion was weekly, but would not be required weekly; recognize as exemplary efforts are noticed. **Action: Directors will address this going forward; no formal directive is necessary. Directors should plan to discuss their plans during 1:1s.**

4. Outcomes Groups: Attendees divided into groups to discuss outcomes using “guiding questions” distributed by Vince. Groups consisted of: Learning Outcomes - Adam, Deb, Martha, Andrea; Advisor Training - Polly, Derek, Ahsley, Kumen, Rachel; Miscellaneous - Monica, Shaunna, Natalie, Julie, Katherine; University Advising- Peni, Dustin, Kyle, Wade, Kristie. **Action: Will finish analysis and decide on way forward at next EAAIC meeting.**

Meeting adjourned at 2:47 p.m.

Action items are in red