

# EAAIC Meeting Minutes

December 14, 2022

1:00 p.m.

Present:

Adam Black (remote), Katherine Brickey, Andrea Calaway, Polly Clauson (remote), Vince Dreyer, Monica Ferreyra, Julie Harps, Kyle Hicken, Derek Kent, Peni Mounga (remote), Paula Nishitani, Shalece Nuttall, Wade Oliver, Shaunna Requilman, Natalie Shelley, Dustin Shipp, Rachel Terry, Tianna Vakaafi

Guests:

## 1. Reviewed Action Items from Last Meeting

- **Adam reported on his review of online orientation and whether advising is addressed sufficiently.** He reached out to Samantha Briggs in FYESR. She is working on refreshing all of the online videos and is open to adding advisor and student responsibilities. **Vince asked Adam to continue his engagement with her and follow up with getting the advisor and student responsibilities added.**
- **Kyle reported on his discussion with Eric regarding the best way to provide updated training to students on WT, Banner, Canvas, etc.** The issue is things change so much and it's ongoing, there'd be no way to create content on everything that always changes. We created a video on orientation – but we found that students didn't seem to care about it. As far as the Registrar's Office is concerned, we don't actually have the capacity to make one. The RO could serve as a consultant to someone else (DX?) producing training videos. **Action: this issue is on hold due to lack of resources, but RO will continue to make every attempt to promptly notify everyone of changes.**
- **Rachel reported on her research regarding the definition of "curriculum" and "syllabus" in advising literature (NACADA, etc.).** She produced a summary document (see Teams files); curriculum= the BIG picture; syllabus= more detail. Vince noted that some centers have what they call a syllabus or curriculum, but they don't meet the description as described by NACADA. Kyle agreed and provided further context for FAC's syllabus and curriculum. When he was working on this project for FAC, he could not find any university in the country that had an advising curriculum. He suggested that the best way to look at this might be that curriculum is advisor facing and syllabus is student facing. Monica suggested that our mission, vision and learning outcomes comprise the basis for our "curriculum." Shalece noted that we should use the curriculum to make improvements to advisor or student LOs. **Action: OUA or subcommittee will develop a master curriculum and syllabus that advising centers can use to build their own.**

- **Concluded discussion on objectives and decide whether to add additional objective.** Vince opened the discussion by suggesting the possible wording of a new objective. Group discussed what we mean by collaboration. Several suggestions on how we can adjust the original objective dealing with collaboration and the new proposed objective. **Final versions that were accepted by the committee:**

- Modified 5<sup>th</sup> objective: Collaborate with first-year counselors to facilitate successful first-year student transition to second year.
- New (6<sup>th</sup>) objective: Collaborate with specialty advisors and other campus partners to facilitate student success and completion.

**2. Reviewed 4 remaining recommendation clusters:** Briefly reviewed the recommendations comprising the 4 remaining clusters. Wade noted that student focus groups might assist with some recommendations. Need to answer, “What do we want from assessment?” Derek’s experience working with UVU communications planning will be helpful for communications subcommittee. Discussed issue with students having 2-email addresses. Vince noted how several issues tie back to training. Julie noted that the sooner we get this going, the better, so we can work on this during slow periods (e.g., late January).

**3. Discussed ideas on how to craft the survey going to wider UVU community.**

Action items are in red

*Meeting adjourned at 2:35 p.m.*

Next Meeting: January 11, 2023, 1:00 p.m.

Submitted by Paula Nishitani