

Excellence in Academic Advising (EAA)

Meeting Minutes

February 1, 2023 | 1:00pm

OUA met with the four subcommittees separately to discuss strategy and issue guidance.

1. Communication: Shaunna, Derek, Dustin

-Vince: first, look to see if your subcommittee looks ok. Is it balanced; are there any changes you'd like to make?

-Shaunna: We don't know what we're supposed to be putting in the notes.

-There are several that we could combine. Divide up 2 or 3 in the group and have them tackle

-Overall analysis of your recommendations.

-Vince: Are there any you feel are impossible – aren't worth the effort to pursue? Identify if there are any quick wins.

-EAAIC will meet in 2 weeks – your subgroup should meet before then.

-Biggest project – create a Communication Plan.

-Don't just focus on communication to students, also talk about communication within the administration. We want to clarify how we communicate with each other. **Vince is going to look for a template because he used one in his last job.**

-Student outreach is just one piece of the bigger communication plan.

2. Technology: Adam and Katherine

-Assigned sub-subcommittee leaders. They'll help coordinate everyone in their subcommittee.

-Got stuck on CC12A, no one could figure out what this meant.

-There are a lot of people who don't use Illume. Not everyone has access. Figure out how to get access and who wants to learn it. They're pretty sure that Laura from DX will be joining them.

-Maybe we need more Civitas training, interactive and in-person so people can observe the learning. We did one in the fall. TE3: Katherine thinks that maybe it's possible to have training 1-2 times per month. 1 hour block, twice a semester. Have an advisor paired up with Kari, so a good combo of teaching. Tech Tuesday – one day out of the semester – have a liaison there to walk them through Civitas, Banner, etc. Make it mandatory.

-Website: you might have to also collaborate with Shaunna. CC2

-Come up with student expectations and put it on the website.

-PP4: concurrent enrollment - allow them to opt in to any major they want, rather than auto entered into University Studies.

-PP7: already happened, it's on the site already.

3. Assessment: Polly, Andrea, Rachel

- The team hasn't been able to meet. They are still figuring out what they need to do.
- Work closely with IR – get established with a contact who will work with you. All about collecting data. Talk to Kari and see if she is willing to help.
- Combined and condensed:
- Writing up the formal structure of the entire assessment plan.
- Develop an assessment plan that addresses the SLOs. Address these with a Qualtrics survey.
- Look at what the SLOs are and create the survey to match. Work with IR to get the info of which students to send to.
- Create a list of advising data – is that the data we collect, or is it from the advising data from the dashboard?
- TE5: Assign someone to get with Lucy or Elaine to see if they know what the end of that sentence was. The sentence is incomplete. **Katherine will ask.**
- Dashboard data – is that the same as advising data?
- Queue data – is that what they meant? Yes, the engagement report that Paula puts out each week.
- What are the key pieces of data we'd like to collect that tell us how we're doing? The modality is the biggest part of that report.
- How we're doing our jobs as advisors and how we're training ourselves as advisors.
- How do you assess an advisor on how well they're doing? Could we use the info from the Bridge assessment? You almost have to survey the advisor to ask them - are you getting everything that you need? That's part of being the best – analyzing and assessing how we're doing. Training our advisors on technology is one of the best things we can work to improve.
- The bottom 2: should we combine those?
- All the numbers 1s = combined together.

4. Organization: Monica, Julie:

- Feb and March, they're going to meet once a week. Then take April off.
- Turnover: advisors are significantly higher than others on campus. Amy can get that info for us.
- The career ladder isn't the only thing here.
- They'd like to focus on the career ladder, then other things will fall into place. The committee wants to focus on this and only this for now.
- They'll probably combine all into 1. Plan on presenting to EAAIC what you've combined.
- The ones that aren't career ladder are mostly Vince – budget and space.
- They don't have a SOE advisor on their committee. Will add Brianna Larson to their committee.
- They have representation from everywhere else – which is great.
- Do we need to talk about funding and how to work that?
- When they develop white papers, that's where they can lay out the funding required. Need to come up with an analysis with Amy. The funding is going to have to be ongoing. \$5,000 x 77 advisors? There should be one ladder for all, they'll just come in higher if they meet the correct level. Consider dropping the "counselor" title?. Adding position descriptions too. The next time they talk they're going to try to make a rough draft of the ladder.
- Reporting lines could get tricky.
- Peer advising: Lya is doing her thesis and presenting to Vince. So, maybe there's info they can use from her research.

-Brief proposed milestones at the next EAAIC meeting. Also:

- Any to Combine
- Quick Wins
- Are there any you feel are impossible – aren't worth the effort to pursue?

-August is the projected timeframe to be complete!

Updates/Announcements/Calendar

- Next EAAIC Meeting: Wednesday, February 22, 2023, 1:00pm-3:00pm

Action items are in red

Meeting adjourned: 3:00pm

Submitted by Paula Nishitani