

EAAIC Meeting Minutes

5 April 2023

In-Person: Peni, Elaine, Shalece, Natalie, Shaunna, Monica, Julie, Martha, Adam, Katherine, Vince, Derek, Polly, Rachel

Remote: Dustin, Kyle

1. Announcement:

- May 24th there will be a Provost Townhall so it would cut into our next meeting. Can we start it at 11:30-1:30 and we can provide lunch? **Revised meeting invite will go out.**

2. Organization: Julie & Monica

- Julie: They sent a rough draft for everyone to review. They looked at 15 universities across the nation, NACADA's rubric as well, about what is important as a career path in our community. They'll be talking with P&C on Friday. They propose forming a committee comprising 5 people to evaluate the candidates: Senior Director – University Advising, Student Success Rep, 2 Directors that who do not have direct reports being considered; representative from candidates' academic department. Elaine: Who would be the Student Success representative and what positions would qualify them to be one? Monica: This hasn't completely been decided yet and they're looking for suggestions and recommendations. Dustin: There are a lot of things that are not quantifiable and it's very difficult to be equitable. Having a coach who can sit down with you to help you submit would be very helpful. The coach could help with their portfolio and increase the possibility of success. Maybe the coach could be part of the evaluation committee. If everyone agrees that this framework is ok, there will be a big summer push. Can we discuss the counselor vs. advisor title? Has this been discussed with FAC & PPAC? The goal is to unify all advisors and having different titles is confusing and can cause a rift. Adam said that he's fine with using Advisor title if he can hire the people with the right skills. Elaine said she understands how the two titles are can be confusing for students. Six UVU departments use the title "counselor." Martha suggested the possibility of using sub-positions (e.g., her new Learner Guide I position is a subcategory of Admissions Counselor I). Vince: **Over the next week, send in your comments to Monica/Julie so they can edit/improve where needed.** Elaine asked what tasks had been pulled out of the original Adv I position description to build the other

levels, and which universities we are modeling our structure after. **Julie and Monica will provide this information at the next meeting.**

3. Assessment: Andrea & Polly

- Shared her screen for the SLOs, Student Learning Outcomes. Using “Know, Do, Value” framework; it’s the same information that was on the original document, adjusting the wording a little. Shalece: How do you assess this? Anywhere there’s an “and” you’ve got to break it up so you can assess it individually. If you can’t assess it, how do you put it in a Learning Outcome? Putting “and/or” maybe could solve it. Instead of “Graduate” change it to “Earn a Credential.” Discussed the difficulty of assessing many of the LOs. Vince: Look at what other universities are doing. Elaine suggested having the NACADA Institute or a NACADA fellow provide advice.

4. Communication: Shaunna & Natalie

- Discussion of the UVU websites and how we need to get those in order. What are some things we each should have on our websites and to be more consistent? Derek: Don’t work too hard on having a specific template because they’re changing it soon. It’s less about everyone looking the same, but more about everyone having the same information for the student. What is the common content that should be on everyone’s website. We need to finalize the Expectations of Students and Expectations of Advisors. The college page and the department pages often are different. Can students immediately see where to go for advising?

5. Technology: Adam & Shalece

- We need to finalize the Expectations of Students and Expectations of Advisors (add “inclusive” language in advisor responsibility?). The college page and the department pages often are different. Can students immediately see where to go for advising?

Action items are in red

Meeting adjourned: 3:02pm

Next Meeting: April 26, 11:30am-1:30pm

Minutes submitted by: Paula Nishitani