

# EAAIC Meeting Minutes

26 April 2023

Present: Shalece, Elaine, Julie, Monica, Shaunna, Natalie, Dustin, Katherine, Vince, Martha, Andrea, Rachel, Peni

Remote: Wade, Adam, Kyle

1. Technology: Shalece & Adam

- Shalece: They've received no feedback on the student and advisor responsibilities and decided that everything stands as is unless there are changes today. VOTED: all in favor! Website audit review: making the recommendation that each website is updated/checked at least once a month. Asking each Director to take responsibility to make sure it gets checked; it can be admins doing it. She cannot change the email address on the footer on the CHPS website - it belongs to the Dean's office.

2. Assessment: Polly & Andrea

- Andrea: They've all been given homework; review the NACADA assessment booklets. They are still in the middle of working from the Essential Learning Outcomes. Primarily focused on the SLOs right now though. Also looking at CAS standards.

3. Organization: Julie & Monica:

- They met with HR since the last meeting and received a lot of great feedback. They added the phrase "Academic Advisor" in the verbiage. They attended EAB training and it was suggested that promotions/advancements didn't need supervisor permission to advance. Promoting within your organization is highly advantageous. HR suggested reviewing the Requirements section and making sure it's consistent across all position descriptions. Amy and Marni from HR have been very helpful. Also thinking about how Skills and Experience can be interpreted to "closely related experience." Discussed ratios with HR and they said Advisor III and IV should be consistent. Everyone thought it was a good idea to match what HR does. **For next week, drop working document in the Teams chat.**

4. Communication: Shaunna & Natalie:

- Shaunna: They came up with a draft calendar from everyone's schedule and put it together in an Academic Advising Communication Plan. We are definitely keeping the 8-year cohort outreach program on the calendar. Calling it "8 Year," but looking at it during the students' 7<sup>th</sup> year to give them time to make progress by the end of the 8<sup>th</sup> year. Will add the 8-year cohort outreach to both fall and spring.

Action items are in red

Meeting adjourned: 2:58pm

Next Meeting: May 24, 2023 at 1130

Minutes submitted by: Paula Nishitani