University Academic Advising Committee

8:30 – 10:00 a.m.

Minutes

April 20, 2009

University Academic Advising Committee
Iowa State University
Attending: Tom Brumm, Phil Caffrey, Cindy Frederickson, Char Hulsebus, Jill Kramer, Brenda Kutz, Allison Reich, Connie Ringlee, Pat Walsh, Karen Zunkel. Guest: Julie Fichtner (Registrar’s Office).

1) Minutes of March 23, 2009 meeting were approved as written.

2) Updates on UAAC business
   
   • Adviser 1-4 Position Descriptions: Will the new position descriptions affect current positions being considered for reclassification? -- Frederickson followed up with Mike Otis, but did not receive response. Will email committee members once information acquired.
   
   • Course prerequisites: Question - can an instructor fail a student if they do not have the appropriate prereq and do not drop the class? -- responses from Kathy Jones (Registrar) and Dr. Holger (Provost Office) suggest that no enforceable policy exists. Up to Faculty Senate to suggest direction.

   Continued discussion raised question regarding how other Regents Institutions handle prerequisite enforcement. Frederickson will ask Kathy Jones.

   M. Union display cases: Caffrey reported that display case has been reserved for advising information for June Orientation and also in October for Advising Awards displays.

3) Subcommittee Reports

   • Prof/Development/New Adviser Training
   
   • Walsh reported on the Spring Advising Summit (4/22) -- Walsh reported that registration is open on AccessPlus until April 21 -- there are 65 staff currently registered.
   
   • Frederickson reported the UAAC-sponsored Mentor Program has over 20 mentors and is seeking list of new advisers from each College. New advisers will be contacted before the end of spring semester.
   
   • Frederickson -- Adviser Training questionnaire was sent out to each College to determine what new adviser training is offered within each College and what centralized training resources are important to provide.
• Frederickson -- the “Academic Adviser” link on the ISU was reviewed. Information to add is being requested -- turn in comments -- will continue updates throughout the summer. Suggested to add "Forms" link; also add the Open Option course list (courses that are useful to students when considering a specific major) -- Caffrey will forward list when finalized.

b) Advising Assessment -- Brumm reported that information had previously been collected from each College regarding what adviser assessments are administered. Brumm will summarize findings and work will continue on this project next year (Mary Jo Gonzales is interested).

4) Other:

  * Suggestions for UAAC co-chair (faculty) for 2009-10: send suggestions to Tom or Cindy or directly to Dr. Holger.
  * Adviser Listserv - UAAC "owns" this list, although it is managed by Penni Bryant. Good that it is being used, but needs to be better managed. What is its purpose? Does the list need to be 'scrubbed'? Should there be "ground rules" sent periodically to all recipients to better manage information being sent? Should someone be appointed from UAAC to manage this list? Frederickson and Zunkel will work on this over the summer months and seek improvements.
  * A letter indicating service on UAAC this year will be sent to administrative supervisors of all committee members by Tom and Cindy.

    Thanks to ISU Admissions staff for hosting the final meeting at the newly opened Souls Family Visitors Center, Memorial Union.
    Thanks to everyone who served.

    FINAL UAAC Meeting for 2009-10 academic year was adjourned.