December 10, 2009

Gold Room, Union

Attending:  Sarah Bender Miller, Cindy Frederickson, Char Hulsebus, Brenda Kutz, Stephanie Larson, Santos Nunez Galicia, Diane Rupp, Pat Walsh, Denise Williams, Karen Zunkel.

Minutes of Nov. 12, 2009 meeting were corrected and approved.

On-going Projects Update

* Adviser/Advisee Load Summary Fall 2009
Mary Goodwin and Cindy Frederickson have met and updates regarding this data are in progress. Following these updates, the report will be shared with UAAC and then forwarded to the Provost’s Office and added to the Academic Advising website.

Work Group Reports

* Assessment of Advising Work Group (Frederickson) – work group has met twice. Plans are to prepare a position paper by early February 2010 regarding the relevance of advising to the university’s mission. Utilizing data such as UAAC Student Satisfaction Survey (S2006), NSSE, ISU Admissions surveys of visiting families, data on GPA improvements with new Academic Probation Policy (K. Jones), APP data related to adviser involvement (L.Doering). This work group is still seeking additional data which shows “relevance” of advising – number of advisers who are asked by students to serve as graduation marshals (Rupp will look into this); number of advisers honored in Scholars/Leaders program (Zunkel will check); June Orientation evaluations might have useful data (Williams); a “Leaver Report” is generated by Registrar’s Office (Frederickson will check with Carolyn Nading). All College reps – inquire into existing surveys, exit interviews that might contain useful dept/College information and report back to Cindy F. in early January!

* Professional Development/New Adviser Training (Walsh) – work group has met. Two events are underway for spring 2010 – Feb. 11 Advising Vignettes Part II and April 22 Spring Advising Summit on PSEO credits. College of Business will sponsor Spring Summit – Sarah Bender Miller will check with College of Ag & Life Sciences to sponsor Feb. 11 event. Fall 2010 Advising Summit – no topic yet, but will use NACADA webinar/discussion format. Mentoring program is concluding and participants have received a survey – based on survey results and interest, mentoring program may or may not continue.

* International Students (McCallum) – no report that this time.

Other

- Char Hulsebus reported that a new Withdrawal Form will be used starting Spring 2010. The form can be downloaded from the Registrar’s website (look under Forms). More information will be sent through Adviser News – can continue to use old forms until gone.
Hulsebus requested that a UAAC Catalog Work Group be formed to gather information regarding how advisers use the ISU Bulletin. ISU Registrar’s Office is considering discontinuation of printed catalog, but wants feedback from those who might use it most – advisers! The Catalog Work Group will consist of the UAAC College rep (a sub can be designated) – Denise Williams, Karen Zunkel, Santos Nunez Galicia and Phil Caffrey will also serve. A sample survey has been developed to gather information. Reps are to take survey to their College. This work group will meet once/twice during spring semester – Char will contact everyone to set up the first meeting.

Diane Rupp reported that Schedule Change Forms (pink slips) have been revised – new carbonless forms are now available for use. One other change has been made to this form – under Credit Change area, the instructor’s signature has been added. Miller asked about the fees generated when students change schedules – should some of these fees be going to the departments since depts buy the schedule change forms?

Karen Zunkel noted, after reviewing the Fall 2005 UAAC Academic Adviser Survey, that there were six (6) Recommendations for Action resulting from the survey – progress is being made on 4 of the 6 recommendations as noted below:

- establish guidelines for advising work load – a “white paper” has been prepared by UAAC and is posted on the Academic Adviser website, providing guidance for depts when hiring new advisers and assigning workloads.
- Review P&S classification structure for academic advisers – descriptions for Adviser 1-4 have been rewritten by a UAAC subcommittee and is in final stages of review/acceptance by ISU HR.
- Advising must be valued – two new advising awards were forwarded by UAAC to the Provost’s Office, with one receiving approval and funding.
- Positions Responsibility Statements should recognize advising and student-service related activities – to date, no progress made on this recommendation.
- Create gender and cultural balance with the advising system – to date, no specific progress made.
- Increase opportunities for training and support for advisers – UAAC has offered Adviser Summits, NACADA webinar series, mentoring program for new advisers, added resources to the CELT library, etc.

PRESENTATION: Lisa Ludovico, Program Coordinator, Dept of Residence. “Process” in leaving residence hall when released from university. * Canceled due to weather – to be rescheduled Spring 2010!

SPRING 2010 UAAC Meetings – GOLD ROOM. From 3:15 to 4:50 on Jan 21, Feb 25, Mar 25, and April 15.