November 12, 2009

In the Gold Room of the Memorial Union

A regular meeting of the Undergraduate Academic Advising Committee was held Thursday, November 12, 2009, in the Gold Room of the Iowa State University Memorial Union. Co-chair Cindy Frederickson chaired the meeting and co-chair Barbara Mack acted as secretary of the meeting.

Present were: Phil Caffrey (Admissions Office), Cindy Frederickson (Chair), Santos Nunez Galicia (Multicultural Student Affairs), Jane Jacobson (College of Liberal Arts and Sciences), Clayton Johnson (College of Design), Char Hulsebus (Registrar Office), Jill Kramer (Academic Success Center), Brenda Kutz, (College of Engineering), Stephanie Larson (College of Business), Barbara Mack (co-chair), Virginia McCallum (International Students and Scholars Office), Sarah Bender Miller (College of Agriculture), Allison Rich (College of Design), Susan Rhodes (Academic Success Center), Connie Ringlee (College of Liberal Arts and Sciences), Pat Walsh (College of Human Sciences), Denise Williams (NSP), Karen Zunkel (Provost Office).

Approval of Minutes
Minutes of the October 8 meeting of the group were approved as submitted.

Rewritten Adviser 1-4 Position Descriptions

Jane Jacobsen provided an update on Adviser 1-4 positions. At the Open Meeting held Oct. 22, most Colleges were represented (no one from Design or V Med) – main issue discussed was educational level needed for Adviser 2 position. UAAC subcommittee then met with HR (11/5/09) and discussed reactions/questions generated from Open meeting and other comments – HR will generate responses to questions and UAAC will post HR responses on Academic Advising website and will email HR responses to all Adviser 1-4 staff.

Next steps will be 1) final review by ISU HR Office, 2) on to ISU Administration and 3) review by Board of Regents, with implementation projections as academic year 2010-11.

Action item: Committee members were asked to ensure that all advisers in their Colleges or other areas have “electronic” Position Descriptions on file with the Human Resources office. These position descriptions will be the basis for beginning the reclassification process.

Adviser Load Summary Fall 2009

Frederickson provided a summary of who is advising and the advisee load by College for Fall 2009. She noted that 77 percent of students are advised by advisers responsible for 50 or more students, and that 71 percent of advisers (mostly faculty) are responsible for advising 24 or fewer students. After a general discussion, it was decided to improve the data by including the Professional and Scientific Staff vs. Faculty advisee load comparison and graph important
results. Mary Goodwin agreed to create graphs. The report will then be shared with the Provost’s Office and added to the Academic Advising website.

**Work Group Reports**

**Assessment of Advising**
Frederickson reported that this group will meet this afternoon. She noted it is important that advisers demonstrate their effectiveness; the current budget crisis will put stress on all advising positions.

**Professional Development/New Adviser Training**
Work group has not met yet. On February 11, the second advising workshop will be conducted, reviewing the five advising scenarios that were not covered in last fall’s workshop. A College sponsor is being sought for this event.

**International Student Advising**
Virginia McCallum reported that the group hasn’t met yet. There was a general discussion of the challenges posed by large numbers of international undergraduate students, many of whom have no prior international experience.

**Other:**

**Iowa Academic Advising Network**
Sarah Miller reported that the IAAN webinar had 45 people who signed on at Iowa State and about 78 people throughout state of Iowa. The webinar is online at the IowaAN web site. The organization is continuing to develop and the time commitment needed to participate is minimal. She said adviser throughout the state need professional development that’s easy affordable and accessible.

**Registrar Report**
Char Hulsebus reported that the Registrar’s Office is compiling a list of minors offered by Iowa State. She noted the Faculty Senate agreed such a list was needed, and noted that there is no location that all minors are listed in the Iowa State University Catalog. Phil Caffrey noted the Catalog is not helpful for students searching for programs of study, majors, minors, or certification programs offered by Iowa State.

**Open Option Task Force – Final Report**
Karen Zunkel and Phil Caffrey reviewed the main findings/suggestions from this June 2009 report. The task force was comprised of representatives of every college, as well as university admissions.

In Iowa, 46% of high school seniors interested in ISU are “undecided.”

”Nationally, health science is top choice of major, and “undecided” is second. In Fall 08, 18.7% of freshmen were “undecided” and both resident and non-resident percentages similar.
A general discussion generated the following points:
- Open option students are at a disadvantage for scholarships because many scholarships are open only to “majors” in a field.
- Only 25% of open option students participate in Learning Communities, vs. 65% of declared majors.
- Learning communities have proven to be effective retention tools.
- Scholarships have proven to be effective recruiting tools.
- Some open option students may feel Iowa State is not welcoming; there is too much pressure on students to “choose a major.”
- Students with varied interests should be encouraged to come to Iowa State.
- “Major fairs,” similar to career fairs, might be helpful.
- Iowa State needs a stronger, clearer web presence for open option students.