

**MINUTES**  
**Academic Advising Committee**  
**Thursday, September 19, 2019**  
**Prairie Room, Memorial Union**

Dr. Patricia Griffin, Chair	#Dr. Candace Mehaffey-Kultgen (Grad School)*
#Dr. Brett Weaver (AHSS)**	Ms. Nikki Brown (Academic Advising)***
Mr. Cole Engel (BE)***	Ms. Kelsi Broadway (VC)**
Dr. Jacqueline Lubin (Ed)***	Ms. LouWayne Davidson (Registrar's)*
Ms. Jana Zeller (HBS)***	#Mr. Rob Manry (Fiscal Services)*
Dr. Keith Bremer (STM)**	Ms. Maggie Denning (Kelly Center)**
Ms. Debbie Staab (IDS)*	Ms. Nia Ward (Student)

(\*first of three-year term, \*\*second of three-year term, \*\*\*third of three-year term)

#not in attendance

**Call to order**

- The meeting was called to order at 3:00 PM

**Approval of minutes – November 6 Attachment A**

- Cole Engel brought up a correction needed, located in New Business, '120 hours of general education for all undergraduate degrees', the words 'general education' need removed. This will be corrected in the minutes.
- No motion made for approval of minutes

**Old Business**

- Core Competencies – Work Groups – Updates and membership changes
  - Academic Advising Committee Work Groups
    - Conceptual work group
      - Group members: LouWayne Davidson, Jennifer Bonds-Raacke, Jana Zeller, Nikki Brown-lead
    - Informational work group
      - Group members: Cole Engel, Debbie Staab, May Schumacher, Kelsi Broadway, Maggie Denning-lead
    - Relational work group
      - Group members: Brett Weaver, Nicholas Glassman, Jacqueline Lubin, Keith Bremer-lead
- Due to institutional changes, Core Competencies are currently on hold
- Group members can send Dr. Griffin or Christine Hunziker updates, if haven't already

## **New Business**

- FHSU Student Evaluation – Live September 17, 2019-December 6 @ 11:59 PM
  - Reminder emails scheduled
    - September 17 and 24
    - October 17
    - November 18
    - December 2
  - The evaluation includes all enrolled students, excluding International students
  - The FHSU Student Evaluation turn off date is December 6
  - Possible movement next year
    - Possible move to Blue
    - Other options discussed with moving forward with the evaluation
      - Include students enrolled in 8-week courses
      - Align with Academic Calendar, prior to merit
      - Maybe keep the evaluation open all year?
      - Discussion held on what can be done to have more evaluation responses from students, undergrad and grad
        - Dr. Griffin asked committee members to gather feedback from their departments on what can be done to have more evaluation responses from students, undergraduate and graduate
          - Feedback will be shared with the Provost
- Workday Updates
  - Timeline-Overview
    - Brand new time line presented in September
      - Student Admission and Registration will go live: Fall 2020
      - Mock dates
        - 1<sup>st</sup> Mock week, July 6-10, 2020
        - 2<sup>nd</sup> Mock week, August 24-28, 2020
      - Chairs will be involved, as will academic advisors, students, and operations people
      - Job Aids, trainings, everything that impacts a student on-campus and virtual will be tested during the mock dates
      - 528 Academic Programs will be tested
  - Academic Advising
    - Academic Advising Worklet – Links and Reports
      - A worklet will be created solely for academic advising
        - Dr. Griffin asked committee members to gather feedback from their department and ask what academic advisors are doing in Cognos and what they need in their dashboard.
    - Program of Study
      - The term for 'Major' is 'Program of Study'
        - Other terms will change, a term list will be provided to help in the transition from our legacy systems to Workday
    - Academic Advising demonstration utilizing the Workday AMU Tenant
      - Program of Study
      - Academic Requirements
      - Academic Plan Templates and Plans
      - Academic Advising Cohorts

- Workday Security
  - Security roles will differ depending on job responsibilities those who provide academic advising services
- Academic Advising Cohorts and Special Populations Cohorts are being utilized
  - Types include manual and dynamic cohorts
    - Manual-creation and maintenance are manual processes when descriptors status changes
    - Dynamic-creation and maintenance are automatic when factors (business objects) change to include or exclude a student
    - Each cohort will have security configured. Dr. Crowley and Dr. Griffin will be leading the security design.
- Edmund Shearer Faculty Advisor of the Year and College Faculty Advisor of the Year
  - Provost has requested the committee to look at our process for the awards
    - Dr. Griffin asked committee members to gather feedback from their departments, what would make things easier for nomination and for departments to put forward
      - Feedback will be shared with the Provost

### **Next Meeting**

- October 8
  - The October 8 meeting will be rescheduled, Christine Hunziker will send a calendar update
  - Dr. Griffin asked committee members to forward agenda items they would like included at the next meeting
  - Be prepared to share feedback from your departments
    - FHSU Student Evaluation of Academic Advising
    - Workday Advising Worklet
    - Edmund Shearer Faculty Advisor of the Year
- November 12

### **Adjournment**

- The meeting was adjourned at 4:20 PM