

MINUTES
Academic Advising Committee
Tuesday, February 14, 2017
Trails Room, Memorial Union

Dr. Patricia Griffin¹

Dr. Lorie Cook-Benjamin²

*Ms. Linda Smith (AHSS)**³

Mr. Cole Engel (B&E)**³

Dr. Suzanne Becking (E)**³

*Dr. Phil Sechtem (HBS)**³

Dr. Keith Bremer (STEM)**³

*Ms. Joleen Briggs*⁴

Dr. Chap Rackaway**⁵

Ms. Debbie Staab**⁷

*Dr. Khan Zahid (SNU)*⁶

*Dr. Kimman Pham (SIAS) *⁶

*Ms. LouWayne Davidson*⁸

*Ms. May Schumacher*⁹

Ms. Maggie Denning**¹⁰

*Mr. Brett Chrisler¹¹

*Ms. Yoana Cruz¹¹

*first of three-year term, **second of three-year term, ***third of three-year term

*not in attendance

Call to order and approval of minutes (Attachment A) – November 17, 2016

- The meeting was called to order at 1:30 PM by Dr. Patricia Griffin. No approval of minutes.

Charge to Committee

- Can the advising survey be improved to provide more actionable feedback to academic advisors (faculty and professional)?
- Can a subset of the advising survey questions be identified and used to measure individual and overall quality of advising at FHSU?

Reports

- Faculty Workload Taskforce
 - Presented to Dr. Graham for recommendation; information was sent to the Chairs table
 - Movement to ELT is on hold
- Workday update
 - HCM/Finance/Payroll part
 - Going live on April 9.
 - The training team will reach out to faculty and staff for training.
 - Everyone will have a Workday account.
 - Student part
 - The University signed a contract effective February 17, 2017
 - Estimated time to go live is 33 months.
 - At the next committee meeting on April 11, Dr. Patricia Griffin will present a timeline (statement of work).
 - Leads
 - Curriculum management, Dr. Sangki Min (lead)
 - Student records, Craig Karlin (lead)
 - Student Fiscal Services, May Schumacher (lead)
 - Financial Aid, Wendy Rohleder-Sook (lead)

- Advising, Dr. Patricia Griffin (lead)
- Records/Advising leads, Craig Karlin and Patricia Griffin
- At the end of fall 2019, Workday student should be live.
- Dr. Griffin will check on training for students and student organizations.
- FHSU Student Evaluation
 - The FHSU Student Evaluation is closed.
 - Increased 103% from last year's evaluation; 2368 individuals completed the evaluation, 1354 over a 5-year average.
 - No later than March 1st, Chairs and Administrative Assistants will receive the evaluations; Chairs will need to disperse the evaluations.
 - The evaluation is based on the 20th day of the fall semester.
 - Since an approval process in 2002, advising goals have been tied to the evaluation questions.

New Business

- Advising Survey Working Document (Attachment B)
 - Sub-groups will use the document to draft a new advising survey, categories as follows:
 - Rank in order of importance your top 4 goals
 - Use the university goals for students to rank in order of importance their top 4 goals.
 - Current Statement
 - The survey is on a Likert scale.
 - All questions 1 to 11 tie back to the advising goals; question 12 is applicable currently to TigerTracks and TigerEnroll.
 - Advisor Type Questions
 - Sub-groups will seek input and gather valuable information from individuals and groups to use for drafting questions for a new advising survey
 - What are the type of questions students ask professional advisors?
 - Service Related Questions
 - Identify service related areas.
 - What are the type of questions advisors hear from students regarding service areas?
- Sub-groups
 - Graduate faculty advising
 - Suzanne Becking
 - Phil Sechtem
 - Chapman Rackaway (lead)
 - Undergraduate faculty advising
 - Linda Smith
 - Cole Engle
 - Keith Bremer (lead)
 - Professional advising
 - Joleen Briggs
 - Debbie Staab (lead)
 - Dr. Lorie Cook-Benjamin
 - Student services related

- May
- LouWayne
- Maggie
 - No lead selected, Dr. Patricia Griffin will schedule a meeting for this sub-group.
- Deadlines
 - Dr. Patricia Griffin will send information from today's committee meeting electronically to sub-groups.
 - The meeting scheduled for March 7 will be cancelled. Sub-groups can use this time to meet with their parties and draft questions for a new advising survey.
 - Sub-groups will present their questions for a new advising survey at the next committee meeting on April 11.
 - The committee will prepare a proposal for Academic Affairs by June 1.
 - Completion for the next Advising Survey document is July 1.
 - In the fall, the committee will address strategies for improvement.

Announcements

- In Tiger Daily, watch for an announcement to register for a Title IX Webinar on March 9.

Next Meeting

- The next meeting is scheduled for April 11.

Adjournment

- The meeting was adjourned at 2:30 PM by Dr. Patricia Griffin.