Minutes of University Advising Committee Meeting  
Held on Monday, March 31, 2014  
ata 11:00 a.m. in the Big XII Room, Student Union

Members present:

Steve Dandaneau, Carla Jones, Tanya González, Brad Cunningham, Jason Maseberg-Tomlinson, Brad Burenheide, Angelia Perry, Beth Stuewe, Kelly Carrico, Kent Kerby, Kevin Sauer, Mary Anne Andrews, Lisa Last, Sandra Avalos, Daralyn Gordon Arata, Dori Lambert, Christine Wilson, Jenny Robertson, Michelle Haupt, Asad Esmaeily, Cherie Hodgson, Bruce Glymour, Leena Chakrabarti, Shay Dodson, Caroline Jones, Joann Kouba, Alison Wheatley, Jim Hohenbary, Justin Kastner, John Kulikowski, Brandon Clark, Kerri Keller, Malgorzata Rys, Bente Janda, Sherryl Allen, Mike Lynch, Abby Works

Members excused:

Stacey Bailey, Lynn Ewanow, Kathy Brockway, Rebeca Paz, David Griffin

Meeting called to order at 11:00 a.m. by Steve Dandaneau.

Preliminary viewing of Georgia State University video and Florida State University website
The meeting began with a brief video pertaining to Georgia State University and its success in student retention and advising. This video can be viewed at http://tinyurl.com/lc339zq. In the interest of conserving time, the Florida State University advising website was not shown; however, the link to the site is http://www.academic-guide.fsu.edu.

Discussion of New Members
New members from Counseling Services as well as the Pilots Program were welcomed to the committee.

Break into Work Groups
Workgroup A: Review/Evaluate Pertinent K-State Documents and Websites
Members: Alison Wheatley, Kent Kerby, additional committee members

Workgroup B: Review the Annual University-Wide Advising Survey
Members: Mike Lynch, Jason Maseberg-Tomlinson, Christine Wilson, Mary Anne Andrews, Kerri Keller, additional committee members
Workgroup C: Plan Use of the $25K Professional Development Budget and the New $25K First Scholars Program Professional Development Grant
Members: Leena Chakrabarti, Brandon Clark, Asad Esmaeily, Tanya González, Jim Hohenbary, John Kulikowski, Jenny Robertson

Workgroup D: Improve Existing/Create New Online Advisor Resources
Members: Dori Lambert, Brad Cunningham, Kelly Carrico, Lisa Last, Bruce Glymour, Michelle Haupt, Angelia Perry, Caroline Jones

Workgroup E: Summer Advising Institute Planning Team
Members: Sherryl Allen, Sandra Avalos, Beth Stuewe

Reports from Work Groups

A. Review/Evaluate Pertinent K-State Documents and Websites
Revisions need to be made to K-State documents and websites in an effort to communicate what is available not only to advisors, but to students as well. The resources would be made available both in the individual colleges, as well as campus-wide. To accomplish this, a representative from each college and/or department would need to meet with the subcommittee to discuss requirements and procedures.

A question was asked of the committee as to the difference between full-time advisors and faculty advisors and their duties regarding academic advising. This was done in an effort to ascertain what needs to be done to provide faculty advisors with the necessary tools to successfully advise students. A suggestion was made as to the development of a seminar series to bring all advisors together to determine discrepancies and address critical needs. All new advisors would be required to complete the series.

Additionally, one comment was made to include the needs of full-time faculty advisors.

B. Review the Annual University-Wide Advising Survey
In the late 1990s, the Kansas Board of Regents (KBOR) approved an Academic Advising Policy for all of the KBOR institutions. The policy stipulates that academic advising must provide for the following:

- Assistance to students regarding goal setting
- Provision of information to students
- Assistance with transitions
- Accessibility to students
- References for campus resources available to students

Additionally, KBOR specified that each institution was to survey students on an annual basis and assess their opinions in regards to advising services received. These assessments were to be summarized and reported down to at least the departmental unit.

The current survey was developed to assess academic advising primarily on the aforementioned five areas. At that time, the decision was made to collect student responses to the survey items through the online enrollment program then in use by students during course enrollment.

- Upon login, students were initially presented with the survey. Once the survey had been completed, students were then prompted to the enrollment screen. The program used at the time allowed 2-3 minutes between login and beginning enrollment. After 2-3 minutes, the student was logged out unless he or she had access the enrollment screen. Because of this small window of time, the advising survey had
to be kept relatively short. The same method has been maintained under the current iSIS enrollment system (based on information received, iSIS may not have an abbreviated time limit or a time limit at all).

- Student ratings are collected during the pre-enrollment period for the following spring semester (mid-October through the end of the first week of spring semester classes). The responses are then downloaded to the Office of the Associate Vice President for Student Life for analysis and report generation. Reports are prepared for the entire university, each of the eight undergraduate colleges, and each academic department/advising unit (67 reports generated for Fall 2013).

While the primary purpose of the survey is not to evaluate individual advisors, over 200 reports are prepared annually at the personal request of individual advisors. This action is only taken if the requesting advisor has five or more advisee responses to the survey.

A copy of the Fall 2013 survey results has been distributed via email.

Notes were respectfully submitted by Mike Lynch.

C. Plan Use of the $25K Professional Development Budget and the New $25K First Scholars Program Professional Development Grant

Four main areas were addressed in relation to budget allocation. These areas are:

- Professional development – Funds for this category would be allocated for provision to advisors for attending professional development opportunities (i.e. conferences, institutes).
  - These monies would also be used to create an application process for on-campus programming related to advising, with a particular focus on first-generation student issues.
  - A form should be created in an effort to gather ideas for the use of the ~$40K available.
- First-Generation Student Advising – The committee would like to research best practices related to first-generation advising with the hope of collecting online resources and using funds to invite experts to campus.
- Training – Funds should be infused into colleges or university-wide departments (i.e. International Programs, Admissions, Student Life) for the purpose of funding the efforts of full-time advisors to train new advisors and/or faculty advisors.
  - Funds should also be available to serve the needs of international student populations.
- Technology and Advising – Funds should be provided for advisors interested in researching resources and best practices in the use of technology as an advising tool.

A suggestion was made to include the areas of student life that are involved with advising.

Additionally, an announcement pertaining to an additional grant regarding the Suder Foundation’s First Scholars Program will be announced in K-State Today on April 1, 2014.

Notes were respectfully submitted by Tanya González.

D. Improve Existing/Create New Online Advisor Resources

- Updates to iSIS – Currently, modules are being developed that will allow an advisor to populate information about his/her own advisees. This system will centralize “flag” management. Additionally, a
student planner option is being explored for future use. However, there is no timeline set for the implementation of this option.

- **Links in iSIS** – The group discussed wanting some links or other access to documentation for advisors to access within iSIS.
  - Resources on how to help students – would not necessarily be available for students to view; examples include:
    - Helping students who procrastinate
    - Improving one’s own advising skills
  - Resources for students so advisors would have easy access – would tie together with a page that is visible to students (for efficiency) so that only one set of listings would need to be maintained. For example, the first-generation students resources would cover topics such as:
    - Tutoring
    - Scholarships
    - Other resources (i.e. financial aid)
    - Stress management
    - Time management/study skills
  - Students and advisors would like a curriculum guide/grid that is easy to understand and use.
    - The implementation of such may be difficult, considering professors and departments do not wish to be limited to only certain classes each term, but rather would prefer some form of consistency over the next few years so students will be able to develop contingency plans and be able to make adjustments for changes in course offerings (i.e. a discontinued course).
    - ACIC has been developing a curriculum guide that will aid students and could also be used by advisors.

The group members have agreed to communicate via email to gather and share information, such as topics and links to include on a related site.

Notes were respectfully submitted by Dori Lambert.

**E. Summer Advising Institute Planning Team**

A draft of the 2014 Summer Advising Institute agenda was distributed during sign-in. The following changes have been recommended:

- Breakout session on special topics – Rather than having a special session for K-State First, the recommendation is to have a session from counseling services; K-State First would participate in the open session instead. Also, more than one individual should be invited to speak during the session on military-connected students.
- Student Q & A Panel – The student panel should be expanded to include students who are considered average or below average, as well as a representative for dismissed and reinstated students.
- Breakfast/Poster Session – Who will be participating in this poster session?

Notes were respectfully submitted by Sandra Avalos.

**Next Meeting:** Time, date, and location TBD
Meeting was adjourned at 12:00 p.m.

Respectfully submitted: Alexandra Boyd, Office of the Provost