

**KANSAS STATE UNIVERSITY FACULTY SENATE  
PROFESSIONAL STAFF AFFAIRS MINUTES  
March 6, 2018, 3:30pm, Business Building Room 3046**

Present: Mary Anne Andrews (Human Ecology); Kelly Briggs (Education); Jo Crawford (Libraries; Secretary); Christina Hauck (English); Mal Hoover (Vet Medicine); Kim Kerschen (Agriculture); Jordon Kiehl (SGA); Chassy Nichols (Engineering); Ashley Thomas (Business Admin; Co-chair); Stacy Warner (Extension); Alyssa Wendel (Polytechnic Campus).

Guests: Andrea Feldkamp (FNDH); Gina Lowe (Human Capital Services); Renee Gates (Libraries); Linda Marston (Libraries); Steve Martini (Rec Services)

- 1) Call to Order
- 2) Approval of February 6, 2018 minutes—Minutes approved with no changes.
- 3) Old Business
  - a) Progress Updates:
    - i) Dependent/Spouse Grant. Only regular, full-time employees are currently eligible. Ashley has alerted Faculty Senate Leadership that PSA is receiving feedback from constituents with requests that eligibility be expanded. There are budget implications requiring careful research, discussion, and perhaps proposing an implementation plan over time with priorities, as part of a resolution.
    - ii) Career Ladders. Today's discussion will focus on the Academic Advising Career Ladder proposal. See below.
  - b) Membership
    - i) Co-chair (2018-2019). Mary Anne Andrews volunteered to serve as co-chair next year, pending confirmation from Faculty Senate regarding eligibility. Thank you from other members!
- 4) New Business
  - a) Bill Johnson—report on HCS data (*moved to March 20 meeting*)
  - b) Advisor Career Ladder Presentation (Ashley Thomas, Andrea Feldkamp)

Ashley and Andrea passed out a one-page chart summarizing the proposed career ladder structure. One could say that the chart conveys much of what advisors do and how they contribute to student success. PSA members can distribute the document further, noting the "proposal" disclaimer at the bottom.

The development of a career ladder for K-State academic advisors across campus (irrespective of college) is a positive step in promoting evaluation/promotion standards side by side with professional growth activities and opportunities. The document is designed for academic advising professionals whether full-time, part-time, permanent status, or temporary status. It is not designed for faculty who advise students as part of their teaching/research responsibilities.

The document began as a draft by advisors at the College of Business, pulling from a competency document from NACADA (the Global Academic Advising Community housed at K-State). Further drafts received substantive input from the campus Advisor Forum, the University Advisory Committee, and the Student Governing Association. The document has also been discussed with Human Capital Services, with positive feedback due to the potential to use the model as an evaluation tool.

The left column shows experience, education, three areas of competency, job responsibilities, and professional development activities. The career ladder proper is organized into four tiers, consistent with the A8 Advisor Family structure.

A wide range of advisor competencies have been organized into three primary groups as follows.

- Conceptual Component (understanding advising values, theories, ethics, outcomes, and more)
- Informational Component (ability to apply university curricula, policies, procedures, mission)
- Relational Component (communication and rapport with students; cultural sensitivities)

The Committee asked questions and discussed the document in some detail. The next process step is to take the document to Faculty Senate Leadership. PSA decided to prepare a letter of support that will be included with other letters of support. Jo volunteered to prepare a draft support letter.

- c) Jay Stephens visit (April 3)—topics for discussion. The Committee proposed a variety of questions that Ashley will forward to Jay in advance of the meeting.
- d) Co-Chair/General Caucus representation discussion. Ashley received a suggestion on how PSA's co-chair is selected each year. The suggestion was to invite the General Caucus Chair to concurrently serve as a PSA co-chair. Discussion ensued. At this time, PSA has two co-chairs and each member represents a specific college. The general feeling was that it is important to maintain an even playing field on how units are treated. It was agreed to not move forward with this suggestion.

## 5) Other Business

- a) Job Design / Efficiency Consultation. Last year Jeff Morris made the observation that staffing often continues based upon past practice. He suggested the need to examine staffing from a broader perspective. Some members suggested it was worth exploring with HCS a Job Design Consultancy service to help colleges and units consider a re-design of jobs when appropriate.
- b) The Faculty Salary and Fringe Benefits Committee has not met recently, per Mal Hoover.
- c) Jordon Kiehl reported on several SGA activities. SGA is working on a problem involving a student application and the ATA system data. The Events link on the SGA web site is proving popular. And SGA elections are underway with polls closing at 6pm on Friday. Jordan is running for SGA President and the Committee wished her good luck!

## 6) Adjourn

### **Announcements:**

Open Fora:

Olathe Campus: Wednesday, March 7, 10:30-11:30am, Forum Hall (Olathe)

*NEXT MEETING: March 20 @ 3:30pm in BB3046*