

# EAAIC Meeting Minutes

October 19, 2022 1:00 p.m.

Present: Adam Black, Katherine Brickey, Andrea Calaway, Polly Clauson, Vince Dreyer, Kristie Dockstader (for Shalece Nuttall), Monica Ferreyra, Julie Harps, Ashley Holt, Kyle Hicken, Derek Kent, Kumen Louis, Peni Mouna, Wade Oliver, Shaunna Requilman, Lya Santa Maria (for Julie Harps), Natalie Shelley, Dustin Shipp, Rachel Terry, Martha Wilson, Tiana Vakaafi Wynn

## 1. Review Previous Meeting's Action Items:

### **PP8: Utilize social media and digital signage to remind students that advisors are here and available to help.**

Discussed that utilizing digital signage could be complex; possible issues included where to mount a digital sign, who would pay for the monitor/screen, how often it would need to be updated (submitted messages run for two weeks and then need to be resubmitted), that they are often "tuned out," etc. Monica suggested seeing if used monitors are available through surplus. **Action: Vince will reach out to University Marketing to get more information on using digital signage. Monica will check with Surplus on the monitors.**

**SD9: Increase the number, frequency, and array of types of recognition and awards.** Discussed that "advisor of the month" would work well at the University Advising level, but not necessarily at the unit level (small centers). Would need to establish parameters, nomination process (how and by whom), who would choose winner, etc. Discussed frequency (monthly or per semester), that no portfolio would be required, and that each director is not REQUIRED to submit every month. Suggested that the Professional Development Committee make the decision on the winner(s). Could also do advisor spotlights (like in the old Advisement Forum Newsletters) and address in social media/digital signage. Asked if there would be some sort of recognition for directors (could be "director of the semester"); would also need further discussion. **Action: OUA (Rachel) will re-establish the Professional Development Committee and discuss further.**

**SD10: Incorporate advisor recognition and rewards at campus-wide events where administration, faculty and staff might be made aware of the successes and impact of advisors.** Vince has been looking at the "Thank You Thursdays." Discussed former recognition that inadvertently went to OUA only, etc. Vince mentioned that he created a slide for the Academic Affairs Success Celebration, but the message was lost due to the automatic advancement of the slides; Deb Marrott asked if she could get a copy of the slide. Getting on a "Talk with Tuminez" was also a suggestion. Katherine suggested that advisors could be spotlighted in the graduation program/ presentation. David previously stated that advisors would not be included in the college staff awards now that supervision is centralized. Deb suggested that Vince get involved with the Associate Deans Council and creating a recommendation sheet for involving advisors more in the departments; Vince mentioned that he presented to the deans and then met with them individually to emphasize the dotted-line association. **Action: Vince will send the slide to Deb and coordinate recognition on "Thank You Thursday." He will also consider the "Talk with Tuminez" idea.**

**SD11: Develop/Enhance systems that allow recognition and awards based on merit that includes consideration of student interactions and student surveys.** Wade reported that the discussion in his group was that concrete student data be included in recognitions/awards; Monica had a similar discussion in the assessment committee to get the full picture of an advisor's impact/accomplishments. Current advising awards have been using the NACADA rubric. Vince mentioned that most of the student surveys he has looked at give

glowing reviews; there may not be much differentiation to highlight exceptional advisors. **Action: Student surveys will be considered when deciding winners of competitions.**

**SD12: Formalize more recognition and reward at the Center level.** Monica mentioned that “kudo of the week” may be too intensive, especially during leave/holidays; Vince mentioned that the suggestion was weekly, but would not be required weekly; recognize as exemplary efforts are noticed. **Action: Directors will address this going forward; no formal directive is necessary. Directors will discuss their plans during 1:1s.**

## 2. Discussions on “Outcomes” Recommendations:

### A. Learning Outcomes: C2, C3, L1, L2, L4, TE7, SD7, C5

- (Adam, Deb, Martha, Andrea, Katherine, Tiana)
- C2 Clear Vision & Mission Statement for Academic Advising. Stakeholders: Advising community, academic and dept leadership/chairs. Strategy for Buy-In: Opportunity to provide feedback through survey (but this may create the opposite if peoples’ suggestions are not implemented), discussion within college advising teams. Possibly add questions to after-appt survey for student feedback. It may be best to establish and share with stakeholders so that they provide feedback only if necessary. Derailers: Differing opinions; volume of feedback that might be difficult to implement—would they feel heard? Reaching all stakeholders. **Action: EAAIC will agree on mission/vision, then Vince will share them with Dr. Connelly and the deans (if major concerns are voiced, we can address them).**
- C3 Develop institution-wide and college/school-specific student learning outcomes. Stakeholders: Students, advising community. Strategy for Buy-In: Share mission/vision with students, introduce syllabus to students in initial meetings. Create and vet advising syllabus within each advising suite. Derailers: How to measure outcomes when every visit is different. Amount of time allowed for each appt. **Action: EAAIC will agree on LOs, then Vince will share them with Dr. Connelly and the deans (if major concerns are voiced, we can address them).**
- L1 and L2 same. Clearly define role of academic advisors. Stakeholders: Advising Community, students. Strategy for Buy-In: Include all advisors in each unit in developing advising syllabus and in vetting mission. Derailers: Getting buy-in from entire audience. **Action: Advisor responsibilities are outlined on the main advising webpage (uvu.edu/advising). EAAIC will review at next meeting and either modify or accept current list and move forward.**

### B. Miscellaneous: AS5B, AS6, PP5

- (Monica, Shaunna, Natalie, Lya (for Julie))
- AS5B Committee to recognize and incentivize advisors who make innovative advising practices. Agree to implement. Next step is to create a committee. Stakeholders: Advisors, People and Culture (HR), Associate Provost of Academic Programs, Director/Senior Director. Derailers: Timing and scheduling, Money, and lack of interest. **Action: consider if this topic can be addressed in another committee or considered when selecting Advisor of the Year winners.**
- AS6 Create a guide to encourage goal setting and development. Agree to act. **Next steps are to have committee finalize performance evaluation rubric and create a centralized virtual location to access all information regarding advisor goal setting and performance (rubric, quick guide, ELOs, PC goal setting fact sheet, FAQ’s, etc.).** Potential derailers: Buy-in and lack of vision.

- PP5 Students to meet with advisors their junior year. More information is needed to decide whether to accept recommendation. Next steps are to determine a required students check in range by program in preparation for junior year), and potential pilot program. Stakeholders: Students, advisors, and registrar's office. Derailers are Holds, student response, time, increased workload for advisors, and need to allow for variation with programs. **Action: continue discussion at next EAAIC.**

### 3. Action Items for next meeting:

Complete discussion on "Outcomes" Recommendations, including the following:

- PP5 – finish from last meeting (Monica)
- L4, TE7, SD7, C5 (**Adam**, Deb, Martha, Andrea, Katherine)
- Advising Curriculum/Training: E1, D1, L3, L5, L6, SD4, SD5 (Polly, Derek, Ashley, Kumen, **Rachel**)
- University Advising Objectives (proposed) (Peni, Dustin, **Kyle**, Wade, Shalece)

*Meeting adjourned at 2:58 p.m.*

Next Meeting: November 9, 2022, 1:00 p.m.

**Action items are in red**