

EAAIC Meeting Minutes

September 14, 2022 2:00 a.m.

Present: Adam Black, Katherine Brickey, Andrea Calaway, Polly Clauson, Vince Dreyer, Julie Harps, Kyle Hicken, Monica Ferreyra, Derek Kent, Elaine Lewis, Clint Moser (for Martha Wilson), Peni Mounga, Shalece Nuttall, Wade Oliver, Shaunna Requilman, Natalie Shelley, Dustin Shipp, Rachel Terry

Guests:

Next Meeting: October 5, 2022, 1:00 p.m.

1. **Introductions:** Everyone described their previous role in the EAA process. Vince thanked Elaine for her leadership during EAA Phase I. Unfortunately, we will not have NACADA's close involvement (co-chair) during Phase II.
2. **Communications Channels:** Vince confirmed that everyone had received an invitation to join the EAAIC Team. He noted the filing system for documents associated the committee's work. Elaine suggested that @ be used to notify everyone when messages are being posted.
3. **Charter and Charge:** Vince reviewed the EAAIC Charter. He noted that decisions will be based on majority rule, but that consensus was the primary objective. All dissenting voices are important and will be heard. Discussed the composition of the committee; Vince asked who else should be added. Adam noted the need for specialty advisor representation. Vince mentioned that Kumen Louis from MSS will be fulfilling that role. Discussed whether having an associate dean would be useful – the consensus was yes; discussed a few possible candidates – Deb Marrott from CHSS emerged as the leading candidate. **Vince will send her a formal invitation.** Vince noted the importance of consistent attendance in person whenever possible (send substitute when necessary).
4. **Comprehensive Report:** Vince reviewed the highlights of the Comprehensive Report, noting that a central theme is that “advising is a teaching profession.” He reviewed the recommendation regarding the order in which items should be addressed: quick wins, outcomes, then the other four groups (assessment, communication, organization, technology) concurrently.
5. **Discussion on Quick Wins:**
 - a. **AS8: Provide regular opportunities for scholarly inquiries, discussion, collaboration, and presentations.** Committee discussed this at length to gain better understanding of recommendation. Members noted the difficulty of finding time to do this, especially things like writing articles for professional journals, etc. Most feasible option is probably to dedicate time at weekly staff meetings for the sharing of professional articles that discuss best practices, theory, etc. **Action: Advising Directors will establish a routine of regular professional development discussions (probably as a segment in staff meetings) and continue to encourage advisors to present at UVU, state, regional, and national advising conferences.**
 - b. **CC3A: Advising needs to meet more often as a community; advising townhalls and newsletters should be instituted; more frequent meetings of advisors to share knowledge**

- and updates.** Discussed the benefit of increased interaction, particularly the notion of an Advising Town Hall meeting. Discussed value of a newsletter and informal brown bag discussions. **Action: OUA will initiate Advising Town Hall Meeting at least once/year. OUA will also coordinate a voluntary brown bag/book club and investigate the possibility of producing a monthly newsletter (time/resource dependent).**
- c. CC10B: Frequent/recurring advisor training on campus offerings and resources.** With the filling of the vacant Program Manager – Advisement Training/Assessment and development of updated PD series, this recommendation is being accomplished. **Action: OUA will continue to integrate campus partners in PD series and ALC meetings. Advising Directors should provide recommendations to OUA regarding preferences for guest speakers.**
 - d. CC13: Concurrent Enrollment should be part of larger academic advising conversations.** Everyone concurred that CE, Athletics, and Academic Standards should be invited to the monthly Advisement Council Meeting. Discussed whether they should also participate ALC – Elaine recommended that this be dependent upon the agenda. **Action: Effective immediately, CE, Athletics, and AS will be invited to AC meetings and will be invited to ALC meetings on a case-by-case basis.**
 - e. CC16: A campus-wide texting platform is needed for all advising areas as well as other areas on campus that are student processing/student resource facing.** UVU is in the process of launching Mongoose-Cadence texting platform. **Action: All advisors will be trained and integrate texting as part of their communications practice NLT Dec 31, 2022. Cadence training will be a mandatory module in the Advisor Certification Program.**
 - f. CC17A: Institute the practice of recording meetings on Teams and sharing for those who were not present to receive the information to improve communication and collaboration.** This is already being done at OUA-sponsored meetings. **Action: N/A Directors will implement this practice as needed, based on the situation (may be a good idea to record guest speakers who are providing training)**
 - g. CC17B: Create MS Teams channels with campus partners with a designated set of specialists to answer questions.** Discussed the challenge of information being in a variety of sources, which makes it difficult to find. Elaine reminded the group that an alternative mentioned in the report is to encourage campus partners to develop a platform similar to “Ask the Registrar.” **Action: OUA will engage with campus partners (Financial Aid, Admissions, CDC) to investigate the utility of a Teams channel or separate platform.**
 - h. SD8: Supervisor and the Office of University Advising collaboratively submit all winners of advisor of the year and new advisor of the year awards for NACADA awards at both the region and national levels.** **Action: N/A (currently in-progress)**
- 6. Organize for Future Work:** Confirmed that we will work on the Outcomes recommendations next. **Action: Vince will coordinate with Kim to divide recommendations into 3 bins and develop a survey to ascertain preferences for serving in a subcommittee addressing one of the bins.**

Meeting adjourned at 3:25 p.m.

Action items are in red