

EAAIC Meeting Minutes

November 30, 2022

1:00 p.m.

Present:

Adam Black, Katherine Brickey, Andrea Calaway, Polly Clauson, Vince Dreyer, Monica Ferreyra, Julie Harps, Kyle Hicken, Ashley Holt, Derek Kent, Kumen Louis, Deborah Marrott, Peni Mouna, Paula Nishitani, Shalece Nuttall, Wade Oliver, Shaunna Requilman, Natalie Shelley, Dustin Shipp, Rachel Terry, Martha Wilson

Guests:

Next Meeting: December 14, 2022, 1:00 p.m.

Discussion Items:

1. Review Action Items from Last Meeting

Learning Outcomes C2, C3, L4, TE7, EID1, L3, and Advising Objectives

- **C2: Clear Vision and Mission Statement for Academic Advising.** EAAIC approved new mission and vision statement as written.
- **C3: Develop institution-wide and college/school specific student learning outcomes (SLO).** EAAIC reviewed the SLOs developed during the Advising Directors summer retreat. They include detailed tasks that a student should be able to accomplish after meeting with an advisor. Several members noted that there may not be enough time to accomplish all these tasks and some of the learning can be done via online modules, etc. Wade pointed out that SLOs should be guided by “know, do, value.” EAAIC decided that the detailed sub-bullets can be integrated into an assessment plan, but the standardized SLOs will be the bolded headings only. Sub-bullets may need to be re-looked.
- **Advisor Learning Outcomes (ALO):** EAAIC reviewed the list that was refined during the summer retreat and approved it without modifications. Rachel noted that our performance rubric should align with these outcomes. (Note: there is no mention on ALOs in the Outcomes cluster, but they will be important for L5 “Update Advisor Training” and the Assessment cluster.)
- **L4: Develop communication plan to inform students of their own responsibilities.** Adam began a review of the current online orientation program to see if advising is addressed in sufficient detail. His initial thought is that we could add a slide that outlined the roles of advisors and student responsibilities. Also discussed the possibility of creating a video. **Action: Adam will complete review of entire program and provide final recommendation to the committee.**
- **TE7: Create student learning outcomes for advising, specifically on technology.** Andrea reported that the current learning outcomes (sub-bullets) cover technology sufficiently. Discussion regarding whether we need some sort of

checklist for students. Vince noted that technology training is not necessarily an advisor responsibility. Shalece provided context as a member of the technology committee – there needs to be a set of videos or training slides that are updated regularly to train everyone (students and employees) on how to use UVU’s technology tools. Kyle noted that the Registrar’s Office has resisted doing this because the information becomes outdated so quickly; **he will discuss this with Eric**. Wade noted that we might want to engage with OTL to take the lead on this issue. **Action: discuss further at next meeting.**

- **EID1: Inclusive advising policy review.** Rachel reported on her engagement with HR about the possibility of providing special EID (FOI) training to advisors. She reached out to FOI office and was told that this was possible – it can be integrated into future professional development series.
- **L3: Develop a general curriculum for academic advising.** Rachel’s group had been tasked to report on its research regarding the definition of “curriculum” in advising literature (NACADA, etc.) but requires more time. **Action: report on NACADA’s concept/definition of curriculum and advising syllabus.**
- **Review WSB’s advising syllabus:** Polly described WSB’s document and noted that it is not used as much as it should be. Shalece posted CHPS’ syllabus in the chat and explained how CHPS offered incentives (gift cards) for students to read the syllabus closely. CHPS posts this document on its website.
- **Review of Advising Objectives:** Kyle’s group reported on its assignment to review all 100 recommendations to see if they address collaboration with specialty advisors or campus partners more broadly (not tied to FAC transition). There are no recommendations that specifically mention specialty advisors. Discussion on whether collaboration is implied in all of the current objectives or is a new, discrete objective required?
 - Proactively encourage students to intentionally select and complete 30 credits each year.
 - Foster an inviting, safe, and supportive environment and develop positive and engaged relationships with students.
 - Provide accessible, equitable, and culturally diverse **advising** experiences and resources for students of all backgrounds, including those historically underrepresented in higher education.
 - Demonstrate a commitment to student success, professionalism, ethics, and accountability through data-informed holistic academic advising.
 - Collaborate with first-year **counselors** and campus partners to facilitate successful first-year student transition to second year.

Action: continue discussion at next meeting. Consider adjusting the last objective to read: Collaborate with first-year counselors and campus partners to facilitate successful first-year student transition to second year and create a new objective: Closely collaborate with specialty advisors and other campus partners to facilitate each student’s completion of an academic credential. Regarding

ways to increase collaboration, Katherine suggested a regular meeting of all academic/specialty advising directors.

2. Way forward: Vince discussed a concept for addressing the remaining 4 recommendation clusters, which will include asking for volunteers from broader campus community. Several directors noted that it's important to define the roles and timeline of the work involved. Wade suggested that the directors serve as co-chairs of the various sub-committees. Shalece noted the importance of including the rank and file advisors in these groups and giving participants AEU credits.

3. Action items for next meeting:

- Adam's group will report on its completion of the review of the online orientation to see what is addressed pertaining to advising.
- Kyle will report on his discussion with Eric regarding the best way to provide updated training to students on WT, Banner, Canvas, etc.
- Rachel's group will report on its research regarding the definition of "curriculum" and "syllabus" in advising literature (NACADA, etc.).

Meeting adjourned at 2:55 p.m.

Next Meeting: December 14, 2022, 1:00 p.m.

Action items are in red