Excellence in Academic Advising Implementation Committee (EAAIC)
Meeting Minutes

January 11, 2023 | 1:00pm

Present: Adam, Wade, Natalie, Andrea, Derek, Katherine, Peni, Shaunna, Julie, Dustin, Rachel, Kyle, Vince, Paula
Remote: Monica, Polly, Tiana, Kumen, Deborah, Ashley

Guests: n/a

Discussion Items

1. **Review action items from last meeting**
   Rachel reviewed the updated requirements and timelines for UVU advisor awards and the sequence for competing at state and NACADA levels.

2. **Review organization into subcommittees**
   Vince displayed the composition of the four subcommittees. He also reviewed new folders in the EAAIC Team, some of which have been populated with useful information from other institutions and previous work done at UVU.

3. **Discuss strategy for soliciting participation from wider UVU community on subcommittees**
   Vince noted that we need to think about how to get a broad representation on all four subcommittees; another survey will be sent to the wider UVU advising community to ask for volunteers. It will include a snapshot of each subcommittee's major tasks. Dustin asked who the email is being sent to, noting that we probably won't get much more faculty participation. Vince responded that all academic and specialty advisors will be getting it. We will have to invite key players outside the advising community: HR, IR, etc.

4. **Subcommittee discussions**
   EAAIC broke into four subcommittee groups to discuss these questions:
   --What do you think are the 1-2 big projects for your subcommittee?
   --Are there any key organizations that should be participating in your subcommittee?
   --Initial thoughts on challenges that must be overcome to realize the recommended action?
   ===breakout time==
   ===returned at 1:58pm==

Technology
- They didn't get the chance to hit all of the questions.
  TE10 (written procedures): is going to be an important one. Having a link on the OUA website will be important; need to put this under the advisor tab on the UVU website. Find a single place to put all the documents. Could there be a permanent link on "How to Use Canvas."
- CC12A (streamline CIVITAS): need more frequent trainings especially for new advisors, as well as ongoing training.
- AS1 (Student Success Management System aka CRM): this is going to be one of the more important ones, where we need one accurate source of information. Make it easier for advising leadership to get access to that data.
  Vince noted that the university is considering the purchase of a new SSMS; might be a good idea to add Kari Gary to this subcommittee; we will need her help in the assessment subcommittee as well. Wade – perhaps Kari can be a consultant for all subcommittees. Office of Teaching and Learning will need to be involved as well.

Assessment
What data do we already have to assess advisor skills? What is the student perception of advising? Do we need to develop a rubric? Could we get student lists from IR? We need a wide variety of students to do focus groups and surveys. Could we have a rep from each college/school, so advisors don't feel uncomfortable about being assessed? Progress and implementation are not always instantaneous – probably never going to go away. Vince commented that the overarching focus should be on "program" assessment, not "individual" assessment.

Communication
Collaborating with leadership is difficult. Who's the one who is going to be able to speak up for us? Will it be Vince or David? Answer: Vince will be the first advocate. For policies and practices, we need to be transparent. We don't want to complain, but we want to be in the loop. We've attempted this before, and it was quite overwhelming. Why is advising sending out messages about financial aid when the FA is doing it? Need to focus on communications that are strictly advising related.
- Will need one specialty advisor to join them – maybe athletics?
- Challenges we see: overlapping tasks; advisor needs aren't a priority; who ultimately requests changes and how can we make it happen?

Organization
- Big Project: the career ladder.
- HR is going to have to be consulted. Assessment is needed to collect data to make arguments to gain support on our position. In previous examinations, advisor turnover was higher than other departments on campus. Funding is going to be a HUGE challenge. Will have to fight against the "how things have always been done" mentality– shaking up the culture to effect meaningful change.

5. **Vince's concluding guidance:**
- Address every recommendation in your cluster; look for ways to combine some (duplicates).
- Plan on having at least one subcommittee meeting in between EAAIC meetings.
- Place all subcommittee work in your Teams folders.
- Refer back to the 9 Condition Committee Final Reports to get more details on the rationale for recommendations.
- Remember that most everyone will now wear "dual hats," working specific problems in subcommittees but also approving the work of other subcommittees as a member of the EAAIC.
- We'll send out a survey to solicit participation from the wider UVU community and allow you to shape your subcommittees with the right individuals.
- Use the members of your subcommittee – delegate to spread the workload around.

Updates/Announcements/Calendar

- Next EAAIC Meeting: Wednesday, February 1, 2023, 1:00pm-3:00pm

Action items are in red
Meeting adjourned: 2:40pm
Submitted by Paula Nishitani