EAAIC Meeting Minutes
February 22, 2023

Present: n/a (snow day)

Remote: Adam, Deborah, Derek, Dustin, Elaine, Julie, Katherine, Kyle, Martha, Monica, Natalie, Peni, Polly, Rachel, Shalece, Shaunna, Tiana, Vince, Wade

1. **Communications: Shaunna & Natalie**

   Shaunna: 5 attended their last meeting. Wendy dropped out because of intense workload.

   - End of June is their new goal to be finished. They are dividing up the work, especially the communication plan. Vince has found some communication plans from previous jobs. He'll pass to co-chairs later this week – hard copies only.
   - Recommend rejecting:
     - FAC: present in high schools. Can we ask to go back into the K16 Alliance? Also, what's going on right now with Concurrent Enrollment? Elaine is ok with getting rid of this, just need to specify why. We're not a recruiting agency. As of last year, advising was "told" we're not involved any more.
     - Asking faculty to put grades into Canvas in a timely manner.
     - CC10A and CC10C: they're exactly the same – eliminate one
     - Ask the colleges to pay for Swag. It's advertising their program – not advising in general.

2. **Technology: Adam, Shalece**

   Adam: Their team met 2 times. Broke out and assigned sub-committees.

   - TE10: A list of the programs and tools that advisors will use. New advisors should get hands on.
   - CC12: Illume discussion- Laura Busby was able to join them and offer really great insight. Jared thinks Advisor IIs and Directors ONLY should have access. (Maybe that came from previous OUA leadership?). Laura submitted a ticket to allow anyone who wants access. But those users should be trained. Sept 2021 there was training to all the IIs and Directors. The most users that have ever logged in is 32. Right now, it's at 11 – who are those users? What is the use and expectations of Illume? Is the data useful? Laura said she would like to create a training for those who want to access it.
   - AS1: System Utilization: Laura again offered great insight, we need to have one concise and accurate form of data. It's about finding a useful software program that provides everything we need. They're trying not to duplicate systems we already have. She asked if we can be a positive voice and let others know it's a lengthy process. But it really is up to the DX community. Having Laura come to an advising meeting to help understand the multiple levels would be useful. Advisors don't care what system they use as long as it works.
   - Are we under contract with Mongoose? Derek: yes, we are.
   - CC5A: Shalece, there was a lot of overlap from AS1.
   - Overall: Had a good robust conversation with Laura. She spoke up and really wanted to be involved.

- TE3 to TE9; at their next committee meeting.

3. **Assessment:**

Polly: their team only met 1 time.

- Submitted a ticket to IR to get help with survey questions. Nothing has happened yet. Possibly coming up with an after-survey.
- Collecting advising data: Make sure we know what data we are collecting and how to interpret it. They'll work with Technology to show what advisors are doing.
- Reject/Celebrate: Advising Rubric
- Surveys: EAA did 2, a survey of students and a survey of staff. Then they helped see where the disconnect was.
- There are pages and pages of articles from other schools. They'll break them out and assign because there is so much information to get through.
- Timeline they've assigned themselves: August 1st.

4. **Organization:**

Monica and Julie: Their group has decided to meet every week through March. Then will start up again in May when things slow down. Next couple of weeks, the committees are diving into their portions.

- There are 8 sections that reference a path/career for advisors. The majority of them preferred 4 levels – outside of Directors and Assistant Directors.
- A lot of questions for HR. "What's the scope of this, who's eligible?" How does this affect them (specialty advisors, RO, etc.)? Should they be part of the career path? Equity is an issue.
- Discussion about getting rid of the "Counselor" title and having everyone as an Advisor. There might be some emotions around that.
- Grandfathering people into this and figuring out where they fit in. Those who have been here 15-20 years; making them start at Advisor I doesn't make sense.
- Items that are not realistic: things that are master's degree relevant, graduate level tuition reimbursement, lower advising caseloads.
- Priority is career ladder right now.
- Having a formal source of information for reference. Adding a tab to the advising site for all to reference.
- Not doable: Enforcing scheduled breaks and asking advisors not to use them for emails.
- Curriculum: advisor reps are definitely needed.
- Budget: annual to cover expenses and needs of each center.
- David has said that he'll cover valid expenses; he's leaving it to our own judgement to take care of our teams.
- Having a dedicated space: last year advisors were kicked out of their spaces. How do we get to own spaces?
- Define the mission statement – done!
- Still to solve: review and potentially update the UVU hiring statement to be clearer.

Meeting adjourned: 2:40pm

Next meeting: March 15, 2023

Minutes submitted by Paula Nishitani