

# EAAIC Meeting Minutes

16 August 2023

Present:	Adam, Derek, Julie, Vince, Polly, Andrea, Elaine, Rachel, Martha, Shalece, Shaunna, Katherine
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Remote:	Dustin, Wade, Francisco
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## 1. Opening Remarks and Follow-Up on Action Items from Last Mtg (5 July)

- Vince welcomed our new UVUSA representative, Francisco Calderon-Mora and provided an overview of the EAA process.
- Paula will work on the OUA link that is broken (discovered by Adam).
- We will add the “Ask the \_\_\_\_\_” topic to next AC agenda.
- KPI as a term does not seem to be used widely in NACADA literature. We will consider it to be similar to “outcome measure.”
- Vince met with David & Andrew to get their input regarding advising data that is important to them. David: lift in persistence due to meeting with an advisor and the volume of students meeting with advisors (% of caseload, etc.). Andrew mentioned that the Engagement Report provides a good snapshot of how many students we’re serving each week, but the numbers don’t tell the entire story (advisors’ time is also occupied with committees, outreach, etc.).
- Remember to post documents with deadlines to obtain feedback from the entire EAAIC.

## 2. Communication

- Clarified a few of Vince’s questions regarding the Communication Plan.
- Shalece noted that tracking student replies on outreach campaigns is very time consuming (other directors agreed). Reinforces the need for a better CRM where all systems communicate with one another.

## 3. Technology

- Currently working on final report. No new issues to present to EAAIC.

#### 4. Assessment

- Started to draft the final report. Still a lot of work to be done on the Assessment Plan.
- Cancelled last two meetings in August but will meet every week in September.
- Discussed concept of “Assessment Task Force.” Wade provided history of this effort: included student surveys and “hands-on” student testing to assess their understanding of Wolverine Track, etc. This can be very time consuming.
- Vince suggested that we develop a cyclical plan so we’re not trying to assess everything at once; will make the process much more manageable.

#### 5. Organization

- Monica and Julie shared the same documents that were presented at last meeting. Provide summary of their meeting with David and Andrew (Vince was also at the meeting). Key take-aways:
  - David & Andrew are very supportive of our approach; are happy to break “new ground” with the concept of staff stipends. These have never been done before, so P&C is a little hesitant (but willing to investigate further).
  - David asked about our priorities if we can’t do everything at once. Answer: no limit to ADV II positions, stipends, additional ADs
- P&C is considering doing away with all positions that have step-grades (I, II, III, etc.). Not sure how this would affect our plans.

#### 6. Closing Remarks

- Vince reminded everyone to ensure all matters mentioned in the written reports are vetted/discussed in EAAIC first. EAAIC is the forum to make decisions and provide feedback.
- Shaunna asked if the Communication Plan is in effect now. Answer – yes. **We will also introduce it at Advisement Forum.**

Action items are in red  
Meeting adjourned: 2:30pm  
Next Meeting: September 6th  
Minutes submitted by: Vince Dreyer