EAAIC Meeting Minutes

5 July 2023

Present:	Kyle, Elaine, Derek, Rachel, Dustin, Katherine, Andrea, Vince, Julie, Monica, Natalie, Shaunna, Shalece, Adam

Remote:	Martha

1. Follow-Up on Action Items from Last Week – Vince
- SD6: We decided on one modification: sending out a survey after each in-person session for new advisor training. Rachel is taking care of that.   - Andrea posted the mapping doc in our chat and asked for comments. Only three comments so far and we're hoping for more.   Rachel still needs a list of those who have served at least 5 hours on their subcommittee.   - We sent out the list of upcoming EAAIC meetings. If some can't make it, we will make sure they are recorded.   - Replacing Tiana: A replacement was found, and he can start in the fall.

2. Assessment – Andrea
Due to retreats and people on vacation, they had to cancel two meetings. Not a lot has changed since they last met. She needs to go over the comments on the mapping document. Vince commented that once we fill this out completely, this will be a really useful tool. This will help us consider creative assessment measures (instead of just sending out surveys).

3. Organization – Julie & Monica
- Reviewed David's comments from the last meeting with him (Vince also attended). They were told to specify the difference between the Assistant Director and stipend positions. Probably can't have an AD in all of the centers because some are too small to justify it.   - Question to the whole group: If you had an AD position open, would you hire an advisor outside your center to fill that position?   - Elaine: She's definitely done it before. She thinks if there is a gap, it would make sense to look outside the center to fill it. It's about balancing strengths and skills for the team.

- o Vince: There has to be trust and understanding that ALL UVU advisors will be given honest/fair consideration.
- Discussed stipends: Why are we giving stipends for fulfilling normal responsibilities?
  - o Do they have to be confined to one person or could they be split among a committee?
  - o How do we show what students gained by having someone in a stipend position?
- Discussed the order of pursuing the 3 initiatives (unlimited ADV II positions, stipends, AD positions).
- Vince will coordinate with David and Andrew for a town hall meeting.

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4. Communication – Shaunna and Natalie

- They think they're at a place where they're almost done! They finished their last 4 recommendations today. They will email it out for everyone's final input. Vince will send a template for all subcommittees to use.
- "Near Completers Outreach" should be separated out because they always have to wait to get that report from Andrew or the Registrar's office.
- Added 6-year cohort outreach to master schedule. Discussed whether to do 7-year cohort as well. Vince decided that we'll do the 8 and 6-year outreach as a group; centers can do 7-year on their own if they desire.
- The goal is to make sure all outreach is intentional and there's a purpose.
- Martha noted that the master plan will be very useful to her team as they develop communication strategies for online students.

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5. Technology – Adam and Shalece

- Discussed implementing/creating tutorial videos for students when they need a refresher on "how to" do things (register, etc.). But they don't want to "recreate the wheel" in case it's covered in Orientation. Jared and John-David attended an Orientation session to gather more information. They didn't come across much training on the "mechanics or logistics" of being a student (most others attending the Orientation were on their phones and not even paying attention). The Orientation site has a good video on the registration process.
- The most questions advisors get relate to ALEKS testing; how to access it, how to do a practice test, etc.
- The next most asked is Wolverine Track; how to read it, use it and understand it.
- Jason Hill joined their last meeting; he stated that OTL could help in creating videos. They would like the peer advisors to take this on, starting in mid-September.
- Is this something that OUA owns? It was suggested that Rachel could be the owner of this task. Jason said that all of this could be uploaded in a Canvas

course under myUVU. Shalece found a "UVU Canvas Tour." Should this be on the Registration website? Shaunna says she has a peer advisor who is a film student and would love to take this on.

- They will focus on videos that cover 3 to 4 most asked questions: financial aid, scholarships, etc.
- Dustin provided a good faculty perspective when deciding when to use videos. If he doesn't need to be personally present to convey the information, a video might be appropriate.
- There are things that are out of their hands (like CRN) that might never get completed. There are outside factors they don't have control over.
- They'd like a report template because they're getting close to finishing.

Action items are in red
Meeting adjourned: 3:20pm
Next Meeting: Wednesday, July 26th
Minutes submitted by: Paula Nishitani