

EAAIC Meeting Minutes

26 July 2023

Present:	Adam, Peni, Natalie, Derek, Julie, Vince, Polly, Andrea, Elaine, Rachel
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Remote:	Dustin, Wade, Shalece
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1. Follow-Up on Action Items from Last Week (July 5th)
<ul style="list-style-type: none">• Template for Reports - Vince shared a template to use; it is understood that all actions may not be completed, but we should set projected dates of completion. when you're finished and ready to share with all.• Due date: September 29th, 5pm.• Rachel still needs names from the Technology subcommittee of those who have participated for at least 5 hours.• Town Hall: David would like to wait until around October so we can have a little more understanding of how the budget will look this year.

2. Technology
<ul style="list-style-type: none">• TE10 and CC12A are done.• There are still a couple of items that may have to reside in OUA (orange).• Shalece cleaned up a lot of website items and broken links. She found an OUA link and will send it to Paula so she can fix it. If there are any advising links on a page, they should be updated. Everyone needs to put Student and Advisor Responsibilities on their websites ASAP.• Purple item: This is a project for peer advisors; having them create videos to send to students as a learning tool. Lucy volunteered some students in the FAC area who have skills to help with this. Adam volunteered to write some of the scripts. Dustin said that students sometimes say that streaming/bandwidth is a challenge, so keep video capabilities simple.• Procedures: Everyone should make it a common practice to record meetings in case someone cannot attend.

- Point of Contact List: Can we create a list of points of contact for each department? Elaine suggested something similar to “Ask the Registrar” where you fill out a Qualtrics survey that helps narrow down your question and someone gets right back to you. **Can we add it to the Agenda for Advisement Council?**
- Mass Voicemail capabilities: Can we cross it off the list? Everyone agreed to delete it.

3. Assessment

- They met on July 14th and they discussed feedback from the mapping document. They changed some wording so it would fit their part time staff as well. In the process of mapping to Vision 2030.
- Assessing our certification program: After every in-person session, a survey is now sent out to gather feedback. How can we get feedback from supervisors on the effectiveness of the training?
- TE5: Not sure how it could apply, or tie back to the Technology portion. What data could be gathered to assess KPIs? **Double-check the NACADA documents to see if there are any KPI definitions we can use.** Are there certain data points that David and Andrew would like to know regarding advising? **Vince will ask them.** FAC sends David and Andrew a monthly data report – math placements, engagement opportunities, # of appointments, etc.

4. Organization

- Their team talked about prioritizing tasks: Removing Advisor I/II ratio will be the new #1 priority.
- Shared the Advisor I, Advisor II and AD document. Shared an Excel doc showing the additional Advisor II costs.
- Converting Advisor II to Assistant Directors. Shared an Excel doc showing the cost to convert. Shalece made 2 good points: 1) If we lose/convert any positions, we will lose those lines and it will look like we can get by with fewer advisors. Maybe we ask David if we can have a new line for the AD, instead of giving up lines (doing more with less); 2) we need to be concerned with salary compression.
- Julie noted that ADV II will no longer be a leadership position

- Stipend Position Duties (Template) posted in the chat. **Please provide input (just like the mapping document).**

5. Communication

- They had a retreat with their subcommittee to work on outstanding tasks. One of the big ones is advisor communication with UVU students.
- Website: Could we move the “Contact Us” info to the top so students can see it easier?
- Collaboration with campus partners: Can we have an enforced “hard deadline of admissions”? Elaine: Is it really about admissions, or about classes not available to those students who were admitted months prior, but just now need classes to get into? Julie noted that deadline extensions allow more students to be part of UVU. The consensus is it doesn't seem like something to pursue.
- OTL is developing a video on what advisors wish that faculty knew.
- Need standardized list of what you can put in notes. Elaine has something that might be useful.
- Can we have more “fun” activities to get to know each other? Like a pizza/bingo party.
- Advisor Morale: How to make the communication better between Vince's office & FAC? Advisors want to continue the town halls.

Action items are in red

Meeting adjourned: 3:00pm

Next Meeting: August 16th

Minutes submitted by: Paula Nishitani