

EAAIC Meeting Minutes

November 9, 2022

1:00 p.m.

Present:

Adam Black, Katherine Brickey, Andrea Calaway, Polly Clauson, Vince Dreyer, Kristie Dockstader (for Shalece Nuttall), Monica Ferreyra, Julie Harps, Ashley Holt, Kumen Louis, Shaunna Requilman, Natalie Shelley, Dustin Shipp, Rachel Terry, Angela Pearson (for Kyle Hicken)

Guests:

Next Meeting: November 30, 2022, 1:00 p.m.

Discussion Items:

1. Review Action Items from Last Meeting

A. Learning Outcomes: C2, C3, L1, L2, L4, TE7, SD7, C5

- **C2: Clear Vision and Mission Statement for Academic Advising.** Action: EAAIC will agree on mission/vision, then Vince will share them with Dr. Connelly and the deans (if major concerns are voiced, we can address them).
- **C3: Develop institution-wide and college/school specific student learning outcomes.** Action: EAAIC will agree on LOs, then Vince will share them with Dr. Connelly and the deans (if major concerns are voiced, we can address them).
- **L1/L2 (similar): Clearly define roles of academic advisors.** Action: Advisor responsibilities are outlined on the main advising webpage (uvu.edu/advising). EAAIC will review at next meeting and either modify or accept current list and move forward.

B. Miscellaneous: AS5B, AS6, PP5

- **AS5B: Committee to recognize and incentivize advisors who suggest innovative advising practices.** Action: This contribution will be factor when selecting Advisor of the Year winners.
- **AS6: Create a guide to encourage goal setting and development.** Action: Finalize performance evaluation rubric and create a centralized virtual location to access all information regarding advisor goal setting and performance (rubric, quick guide, ELOs, PC goal setting fact sheet, FAQs, etc.).
- **PP5: Students to meet with advisors their junior year.** Action: Continue discussion at next EAAIC.

2. Discussion on “Outcomes Cluster” Recommendations

- A. PP5: Students to meet with advisors their junior year.** This recommendation will be modified such that directors will coordinate with associate deans/department chairs for advisors to meet with students in critical courses required for matriculation/graduation.
- B. L1/L2 (similar): Clearly define roles of academic advisors.** Approved. Action: Committee agreed to accept the advisor responsibilities as outlined on the main advising webpage (uvu.edu/advising).
- C. L4: Develop communication plan to inform students of their own responsibilities.** Approved. Action: These responsibilities should be integrated with SLOs. Adam's group will research the current online orientation to see what is addressed pertaining to advising; investigate the possibility of revising current content.
- D. TE7: Create student learning outcomes for advising, specifically on technology.** Approved. Action: Adam's group will review our current SLOs to see if technology is mentioned. Take inventory of all technologies that students need to be proficient in and consider building tutorials, Canvas course, checklists, etc.
- E. SD7: Develop formal outcomes and an outline for advising centers for center-specific training programs.** Approved. Action: Each advising director will develop college/school/center specific student and advisor learning outcomes and develop a checklist of training tasks unique to their organization. Consider development of a training manual.
- F. C5: Each college or advising unit develop their own SLOs to be assessed along with university outcomes.** Approved. Action: Same as SD7.
- G. EID1: Inclusive advising policy review.** Approved. Action: OUA will review policies/SOPs to ensure they address EID issues. Develop new policies/SOPs if necessary. Rachel T. will speak to HR about the possibility of providing EID (FOI?). Consider adding question on after appointment survey regarding EID.
- H. L3: Develop a general curriculum for academic advising.** Much discussion regarding the definition of "curriculum." FAC has a one-page syllabus with mission, roles, and outcomes and a "curriculum" that describes 5 appointments each student will have with an advisor; some other centers have a "syllabus." Does this need to be integrated with the performance evaluation rubric? Action: Rachel's group will research the definition of curriculum in advising literature (NACADA, etc.) and report during next meeting. Polly will provide brief review of WSB's syllabus.
- I. L5/L6: Revise advisor training program; map it to SLOs.** Approved. Discussion centered around the concern of overloading advisors. Action: Finalize SLOs with EAAIC. OUA will then review entire training program to ensure it addresses all SLOs and advisor learning outcomes. Consider adding training on different advising approaches (address pedagogy/theory in a dynamic fashion to hold attention of audience); specifically train advisors on the SLOs; consider training on the purpose of GE courses so advisors can approach these more positively when talking to students. Consider credit for prior learning/experience when establishing certification requirements.
- J. SD4/5: Map certification to mission, vision, SLOs.** Approved. OUA will complete this mapping.
- K. Review of Advising Objectives:**

- Proactively encourage students to intentionally select and complete 30 credits each year.
- Foster an inviting, safe, and supportive environment and develop positive and engaged relationships with students.
- Provide accessible, equitable, and culturally diverse counseling experiences and resources for students of all backgrounds, including those historically underrepresented in higher education. **Action: consider changing “counseling” to “advising.”**
- Demonstrate a commitment to student success, professionalism, ethics, and accountability through data-informed holistic academic counseling. **Action: Change “counseling” to “advising.”**
- Collaborate with first-year advisors and campus partners to facilitate successful first-year student transition to second year. **Action: Change “advisors” to “counselors.” Dustin’s group will scan all 100 recommendations to see if any of them address collaboration with specialty advisors throughout the academic life cycle.**

3. Action items for next meeting:

- Adam’s group will report on its review of the online orientation to see what is addressed pertaining to advising.
- Adam’s group will report on its review of our current SLOs to see if technology is mentioned.
- Rachel T. will report on her outreach to HR about the possibility of providing special EID/FOI training for advisors.
- Rachel’s group will report on its research regarding the definition of “curriculum” in advising literature (NACADA, etc.).
- Kyle’s group will scan all 100 recommendations to see if any of them address collaboration with specialty advisors throughout the academic life cycle.

Meeting adjourned at 2:58 p.m.

Next Meeting: November 30, 2022, 1:00 p.m.

Action items are in red