

Minutes for Advising Council Meeting

Oct. 4, 2022, from 4:00pm-5:00pm in Zoom

Attendance: Megan Bestwick, Sarah Coste, Hillary Crane, Virlena Crossley, Joe Latulippe, Jackie Leung (phone), Jane Samuels

Announcements

- Academic Departmental Open House, Monday, Oct. 17, 2022
 - RSVPs completed, rooms getting scheduled, and communications going out.
 - ROG and FSS students planning to attend open houses
- Registration for Jan. term and Spring 23 opens November 7, 2022
 - Request to not override advising holds... Want to make sure that students do meet with advisor before registration.
- Self-Service Migration and Registration Approval for Advisees
 - Registrar's Office is working on a new Etrieve process that would require students to initiate a form that goes to the instructor for Registration Approval. The Etrieve form will enable students to comment and provide information about their academic plan and the Advisor will be able to then send comments back to the student. Once the faculty approves the plan, the student's Advising Hold will be removed. The Registrar's office is looking at using this system in this next registration cycle.

Thoughts and/or Concerns:

Do we need the form? For those with lots of students, why not just have a single form to check them all off at once. How do we see all of our students and which ones have been approved and which ones have not? All we need is a system to replace the current system. Beneficial to sit down with faculty to duplicate in Etrieve "what we do now". Is there a button in Self-Service?

- When will courses be posted? Students would appreciate any class information even if details are not all complete. Could we publish a preliminary schedule?

Discussion

- Academic Alerts Process
 - Moving the Academic Alerts Process to Etrieve has created a new workflow for how the information is sent to various parties.
 - In the new system, when an instructor submits an Alert, the Academic Alert form is sent to both the student and Academic Advising. An email is sent to the student immediately to let them know to check their Etrieve "inbox" for the Alert. Information and comments from the Instructor, in addition to information about student support services available, is provided on the form.

- When the form comes to Academic Advising, there is currently a manual process that requires us to select the Advisor(s) and then send the form to them. Thus, Advisors may not see that one of their advisees received an alert right away. We can usually ensure that the advisor is notified within a couple of days.
- Because some faculty expressed concerns that our Peer Advising Specialists may have access to sensitive information about other students, some faculty may be reluctant to use Alerts. To address this, we have moved all processing to a staff member for the time being.
- From the faculty perspective... Is there a confirmation that the student has seen the form? Only thing currently available is whether a student has “Reviewed” the form.
- Declaration of Major Process and Timeline around Registration Window
 - This is a good thing... get students to declare earlier and alleviates the pressure on advisors around registration window.
- Advising Courses and First-Year Student Sorting
 - Key question: figure out ways to implement better... Simple solution: Put Joe and Hillary in front of Chairs to make the pitch.
 - Is there a checkbox in CourseLeaf to designate ADV class.
 - Pop-Up in Self-Service that a student needs to have an ADV.
 - The whole thing should be on the table...
 - Business stand point- Faculty appreciate having students in the class...
 - If we have an Advising Recommendation how do we disseminate this information to other advisors?
 - Joe to ask Department chairs if they have any announcements for First Year Advisors

Looking to the future

Open discussion