

## Agenda for Advising Council Meeting

April 17, 2023, from 4:00pm-5:00pm in Zoom

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

### Announcements

- Registration Updates
  - ~495 students who have been Approved to Register by their Advisor with ~70 forms in the workflow on the first day of registration.
  - Some gaps in the transition to Self-Service: e.g., students on LOA need their LESA assigned manually, Major Declaration Hold (7 students), etc.
- All Advisors Meeting for Fall 2023 is scheduled for Wednesday, August 23 from 1-2pm
- First Semester Seminar Advisor Meeting for Fall 2023 is scheduled for Wednesday, August 23 from 2-3pm.

### Discussion

- Request Approval to Register Form (request from a faculty member to review policy for students with multiple majors)
  - A faculty member suggested that any student who has multiple majors should need advisor approval from both advisors in order to register for classes. Joe is bringing this request for review to the Advising Council.
  - Advising Council suggests that we want to make sure that students plan with both advisors as much as possible. However, the Council thought that getting both advisors to approve could bog down the process and potentially create more barriers. Advising Council recommends that we make sure that students do have an advisor in each major and that they actively confer with all advisors. However, the Council does not recommend bringing this forward as a possible change in practice.
- Academic Alerts and the integration of Cat Compass
  - Cat Compass: Case management system (provided through Moving the Needle project).
  - With the full implementation of Cat Compass scheduled for starting in fall 23, we have some options regarding Academic Alerts
    1. Keep Academic Alerts in Etrieve and separate from Care Referrals in Cat Compass (Two systems, two processes, that then need to merge whenever a student receives multiple alerts).
    2. Move Academic Alerts into Cat Compass using a Form in Cat Compass (similar process to going into Etrieve to complete a form, now would just be going into Cat Compass to complete a form)
    3. Move Academic Alerts into the existing Care Referral System (recommendation from Pharos)
  - Council suggests having check points, such as the stoplight survey, automated on a regular basis to help with early intervention. Knowing in advance when the Stoplight Survey happens will help faculty better

understand how to manage Academic Alerts. The Council suggests that in addition to the Stoplight Survey, the current Etrieve process be kept in place to allow faculty to submit Academic Alerts when needed. The more information faculty have about specific students the better. Alerts and the Stoplight Survey can both provide valuable information and so would want to continue to be able to use both.

- Fall 23 First Semester Seminar Update
  - ROL numbers and updates: Currently have about 15 Registration and Orientation Leaders.
  - In-person presentations wherever possible for the IDST Monday Night Lab session. We are looking at having multiple ROGs combined in large rooms so that we can deliver in-person programming. Shorter presentations to allow multiple presentations each Lab period (two 20 minute presentations).
- Moving the Needle update and look at specific Milestones and Action Items for Academic Advising
  - Milestone #2: Clarity of campus-wide structure, approaches, and oversight of academic advising. [Due: December 15, 2023]
    1. Document the current advising process and structure, with emphasis on first-year advising. [By June 2023]
      - Examine how advisors are currently assigned in the first semester across different departments and look for opportunities to streamline this process.
      - Map the current process of how students are transitioned to their departmental advisors upon major declaration.
      - Develop a communication plan to widely broadcast the results of these findings and invite feedback.
    2. In collaboration with the Advising Council, conduct research and write a formal recommendation to the appropriate governing bodies regarding the most effective structure for advising at Linfield. [By October 2023]
      - In support of this recommendation, evaluate [research](#) on evolving practices in academic advising.
      - Give consideration to the goal of assigning professional advisors within the schools (see Linfield's [strategic plan](#)).
      - Clarify which leaders and/or governing bodies need to be involved in a decision-making process (e.g., Academic Advising Council, President's Cabinet, Faculty Senate).
      - Review existing advising training and resources and recommend changes as needed. (Refer to [NACADA Resources](#) on Advisor Training and Development for guidance).
      - Introduce opportunities for faculty mentoring and other academic connections with programs of interest in students' first semester.
    3. Create a permanent advising committee comprised of faculty and staff advisors with a charter and regularly scheduled meetings to

work with the office or individual determined to be responsible for oversight of advising. This group should continuously monitor and mold the advising experience, ensure institutional policies support effective academic advising, and identify gaps/new opportunities.

(Note: The current Advising Council could be redesigned to complete this step.) [By December 2023]

4. Role of the student policies committee in the past did have many of the responsibilities outlined above. We currently do not have a university-wide committee that oversees advising

Looking to the future

Open discussion