MEETING MINUTES

I. Roll Call
II. Approval of Minutes – Defer to 9/20
III. Proposals
   a. Review Membership Coordinator Description
      ▪ Before our fall membership meeting we will have a vote to make this an exec position. Two year position. Ask committee to place Becca in this role.
      ▪ Jon proposed a description for new position:
         • H. Membership Coordinator: The Membership Coordinator will create an annual membership recruitment plan and maintain a list of the membership in a recording system and the WSU ACADA listserv. In coordination with the Treasurer, the Membership Coordinator will collect dues and provide to the Treasurer.
      ▪ Suggestions, revisions, elaboration:
         • Coordinate members on list serve.
         • Membership coordinator sometimes the face of recruiting new members. Becca likes the strategic aspect of job description.
   b. Proposed Committee Composition:
      ▪ Awards and Recognition
      ▪ Certification (including Roundtable)
         • Kelli do you feel comfortable that we move the coordination of roundtable events to Certification? Yes it would be great. Thinks this will help our committees be more active and involved.
• Point of contact is Rebecca Liao. Need to know what they have been doing and what topics they want to do. Kelli and Rebecca will meet.

  ▪ Engagement and Publicity
  • Vital that people in these committees don’t feel left behind. We will see how the new composition works. Hope there will be less confusion between P&E and MAP.
  • Committee Chairs, please meet with your members and then we can make an announcements at the next exec meeting (new membership exec role and new committee composition).
  • Committees need to approve current budget in October (at the general membership meeting). At the spring membership meeting approve next year’s budget.
  • Website: Projection calendar for ACADA. Please send input to Matthew.

IV. FY 16-17 Budget Request Questions
V. Committee Reports
  a. Awards – Brooke Whiting
     ▪ We have nominations in all the categories. 3 of the categories have more than one nomination. More than 10 total. Deadline is Sept 15. Regional deadline is Nov 1.
  b. Membership & Publicity – Becca Prescott & Matthew Jeffries
     ▪ Sent out call for 2016-2017 membership on Friday (9/26). Probably received 50 already.
     ▪ Will reach out to people for specific information regarding what information you need about our membership. Becca needs to build on background pathways in Airtable. Can review at next exec meeting.
     ▪ Goal: by end of semester have database ready.
     ▪ Jon and Becca will meet to talk about Airtable and our membership list.
     ▪ Ended the year with about 185 total members. More than we had last year. Continuing the tracking of everybody. Now have historical data back to 2011 in terms of our membership.
     ▪ Can we establish a membership goal? 200 is an acceptable goal. 1400 people have advising permissions at WSU. Maybe look to see how many advisors actually lift holds.
  c. Programming & Events – Rebecca Liao and Natalie Nakic
     ▪ Plan to update committee members about the new committee configuration. Assume composition will remain the same.
  d. Certification – Kellie Murphy
  e. Budget – Tina Krauss
     ▪ We have an outstanding $80 expenditure. Detangling of some expenditures that got lost in someone’s in-box.
     ▪ Need to determine if there are any outstanding expenditures from the spring advising forum (presenter travel/hotel; AV fees).
  f. Best in the Region – Amber Denman
     ▪ No Update
  g. Other business: Matthew’s report on the WSU Fall Advising Forum
     ▪ Example of speakers for the forum: Presidential provost welcome. Melynda Huskey give keynote. Susan will give an update on the new advising initiative. Equitable advising model. New student campus guide launching in Oct. New advising tips for the new year. This Fall Forum’s theme is, “The Year of the Advisor”
     ▪ Probably better for ACADA to do professional development in the spring forum to give us more time to plan. September 23 is too soon.
     ▪ Jon believes it is beneficial to continue collaboration with this organization.
• Spring advising scheduled in April. In our interest to bring in a speaker that fits our needs. Keep options open for who we will invite to campus (not just winners of certain categories).
• Do we have an ASWSU representative to come to our Exec meetings? Jon will reach out to Colleen McMann to determine if she is the appropriate person to represent the students at WSU. Hearing a voice from our student body as much as possible is important.

h. Other Business: Jon’s report on UAAEC
• General review of what took place over the summer. Academic advising training. 3 committees: planning, delivery, and assessment. The conclusion from the planning and delivery committees is that neither can be effective without considering the other’s objective. These three committee will be joining soon. They will look at allocating resources to make sure people are getting training.
• Equitable Advising: Approximately 416 students (Comm., CCGRS, Chemistry, and Neuroscience students). Have an advising appointment reminder added to account that does not impact ability to register for classes. Traditional hold is placed for students with less than 30 credits in residence at WSU and more than 90.

NEXT MEETING:

Time: September 20th, 8:30-9:30 am
Location: Ed Ad 202