

Washington State University Academic Advising Association (WSU ACADA)

Date/Time: October 11, 2017

Meeting Subject: Executive Council Meeting
Meeting Location: CUE 512
Meeting Start Time: 8:35
Meeting Adjourn Time: 9:20

Attendees:

Sara Ackerson	President (for 2017-2018 term)
Valerie Fisher	Past President
Dena Spencer-Curtis	Secretary
Darryl Craig	Vice President (for 2017-2018 term)
Tina Krauss	Treasurer
Allison Ramsing	Chair-Awards
Anna Brown	Spokane Campus Rep
Tom Sanford	Chair – Certification
Anna McLeod	Everett Campus Rep

Absent:

Chanelle Denman	Co-Chair – Programming & Events
Rebecca Liao-Cance	Co-Chair – Programming & Events
Miwako Nakamoto	Vancouver Campus Rep
Ashley Herridge	Membership Coordinator
Susan Poch	Assistant Vice Provost
Terese King	Director, Academic Success and Career Center
Consetta Helmick	Faculty Representative
Veronica Mendez-Liaina	Professional Representative
Mysti Meiers	Tri-Cities Campus Rep

MEETING MINUTES

- I. Approval of Minutes: Tina motions to accepted the minutes. Tom 2nd. All approved.
- II. Reminder re: campus references
 - a. Just a friendly reminder that WSU system no longer uses the terms “branch”, “urban”, or “regional” when referring to a campus outside of Pullman. Therefore, I suggest we change campus rep’s title to Spokane Campus Rep, Vancouver Campus Rep, Tri-Cities Campus Rep, and so forth.
- III. Training Coordinator Update
 - a. Position was filled by Sara Ackerson who will start Oct 26. We’ll be able to talk about the impact from ACADA. Change name of certification levels. Ruth will do 1 more training before Sara starts at ASCC.
- IV. Committee Reports
 - a. **Awards & Recognition –Allison Ramsing**
 - No updates except that awards were given out during the advising forum on Oct 5, 2017.
 - b. **Certification –Tom Sanford**
 - Looking forward to getting things going. Sara will send tom a training for a writing workshop and one from Matthew Jefferies.
 - Would be nice to have options for other campuses. Some things need to be campus specific because each campus do things a little differently. But it’s helpful

to know how other campuses work. Sara, Tom, and other campuses will meet about increasing access.

- Tom had a question about how large the committee should be. Valerie suggested 5-7 is a good size. Maybe reach out to all the members and see who is really committed.

c. Publicity & Engagement – Rebecca Liao-Cance & Chanelle Denman

- Mentoring program on hold. Alicia has stepped down and so we want to take the opportunity to re-evaluate the program with the Exec. Committee and redefine its purpose, intent and goals before re-establishing the program.
- Darryl Craig proposed and we agreed that the newsletter will include more professional development components including recommended books and journal articles.
- Events in the works:
 - October—trying to get a social put together, hosted by Athletics. If we cannot do this month it will be early next spring.
 - November—Breakfast social. This will be before the ASCC's reinstatement training.
 - December—Winter Social and white elephant exchange.
 - Sara wants to meet with Allison and both Anna's to meet about what we can do for other campuses.

V. Budget- Tina Krauss

- a. Working on a form for travel. Got access to drop box. Will get form uploaded to drop box. Still working on awards forms.
- b. Still looking for list of what awards money can be used for. Professional development is for personal development. Any professional organization is encouraged.
- c. If a department wants to develop an FBI internship program, then the department needs to pay for it.

VI. Membership total: 147

- a. Everett: 1
- b. Global: 9
- c. Pullman: 103
- d. Spokane: 8
- e. Tri-Cities: 10
- f. Vancouver: 16

VII. Future Meeting Structure

- a. Talk more about initiatives and spend less time on simple updates. Updates can be in agenda but don't need to spend time discussing. Others commented that updates are helpful because it gives people a chance to ask questions and it's good for the Exec. Committee to know what's going on.

VIII. Fall Membership Meeting

- a. Bylaws updated
 - Sara will email out by Monday—please review, edit, and return to her by 10/9. There are old terms that need to be changed. We want to get a correct version up on the website. If there are larger changes, we can put it up to the membership for a vote at the Oct general membership meeting.
 - Dena will schedule AMS rooms for all campuses.
- b. Add a professional component. Make it more interactive.
 - One idea is goal setting. Allison Ramsing will email Sara her PP on this.
 - Another idea is how to have difficult conversations with students and co-workers.
 - Internships for students.
 - Matt Bumpus' talk on students and parents was excellent. Maybe have something like this for our members.

- c. Add a time for planning.
 - d. Staff appreciation.
 - e. Snacks are nice but not required. Up to you.
 - f. Sara and Darryl will get the agenda out to everyone.
 - g. Sara will get a card swipe for attendance. She will remind members to bring their ID card or WSU ID #.
 - h. Other agenda items? Email Sara agenda items.
- IX. Equitable Advising & other advising issues
- a. Sara suggests that the Exec. Committee write a memo with feedback to UAAEC that encourages departments to pay for ACADA membership. Stronger voice coming from a whole committee.
 - b. Some people believe that a year is not enough time to know if equitable advising is working. It will go into effect FA18. Sara's department is checking students who didn't come in and making sure they are doing OK. Whole point is to spread out the advising and not have it all pile up during advising season. And we want students to know that they can come see their advisor anytime and not just because they have a hold.
 - c. Equitable advising committee open to feedback. Maybe give them feedback in the survey that was sent out regarding the advising forum in October.

NEXT MEETING:

Time: November 8, 8:30 AM

Location: CUE 512