

Academic Advising Coordinating Council

Meeting Notes

Friday, March 9, 2018

10:00 AM ▪ Peabody Board Room

I. Welcome and Introductions

In attendance: Mike Merva, Kelly King, Cara Simmons, Laura Clark, Will Lewis, Matthew Head, Keith Allen, Heather McEachern, Diane Miller, Julie Cook, Misha Boyd, Melissa Garber, Jennifer Patrick, Gabriel Jimenez, Judy Iakovou, Steven Honea, Greg Kline, Liz Petty, Glada Horvat, Paul Welch, Jason Emond, Blake Dye, Kali DeWald, Katelyn Kivett, Heather Smith, Justin Burnley, Julia Butler-Mayes

II. Reports of Committees

1. **Advising Student-Athletes (Will Lewis):** Meeting today. Hoping to have T&D course submitted before deadline so it can be offered during the Spring quarter.
2. **Advisor Award (Judy Iakovou):** Advisors were selected by student committee, but are not yet notified. The winners are COE advisors Lindsey Dickerson (new advisor award) and Samantha Pattillo (experienced advisor award)!
3. **Assessment & Policies (Melissa Garber):** Doodle poll forthcoming, hoping to meet the week after spring break to strategize how to approach assessment with incoming students, as well as address a couple of changes to the bylaws (see below).
4. **Ad hoc graduation committee (Greg Kline):** Recent meeting among graduation certification advisors, Fiona Liken, and Sarah Kessler. The group discussed retroactive graduation, students with incompletes at time of graduation, and managing number of exceptions. Greg will share meeting minutes for all to see. Fiona and the graduation committee found the meeting valuable, and therefore a group like this will likely meet on a semi-regular basis.
5. **Orientation (Jennifer Patrick):** Alton/Orientation still seeking student ambassador employees to help students navigate campus this summer. Paid position! Next committee meeting will be in March or April.
6. **Professional Development (Mike Merva):**
 - a. Certificate of Academic Advising: deadline to submit T&D courses is March 23.
 - Mike will teach advanced topic course, topic is personal assessment
 - Cross-College Advising: Ag, Engineering, Forestry and CED.
 - b. Brown Bag: March 21st at 11:30: Division of Academic Enhancement to discuss academic coaching. April brown bag: Community (a sitcom about community college) episodes.
 - c. Workshop: Preliminary save the date was distributed. Forthcoming RSVP email with calls for ideas for speaker/topic.
 - d. Scholar/Practitioner: no updates. Group is considering whether or not to continue with Advizine, but regardless would continue in some capacity.
7. **Transfer (Justin Burnley):** Meeting took place March 7th. Katherine Field to serve as interim chair, pending AACC bylaw change (see below).
 - a. DAE transfer course under curriculum review.

- b. Cindy Schulman new prospective advisor in EC.
- c. Judy reviewed President's charge to transfer working group.
- d. Call for Tau Sigma honor society co-advisor.
- e. Call to action for future meetings: chronicle of resources/programs to support transfer students. Send to Judy.
- f. Next meeting (April): core-to-core discussion. Any interested participants or suggestions for topics can send to Justin (jburnley@uga.edu) or Katherine (kfield@uga.edu)

III. Reports of Chair:

1. Elections for 2018-2019 chair and executive committee will take place at next month's meeting. Mike will send outline of procedure. Executive board and chair are one year terms. Mike will send out call for nominations.
 - a. Kelly King: Has the Executive Committee model been beneficial?
 - a. Mike: we didn't meet often, but it helped to avoid lengthy AACC meetings, and was not time-consuming.
 - b. Cara: It helped to provide a space for smaller group discussion and delegation.
 - c. Justin: It contributed to productive meetings. The intention was to serve two functions: to support the chair and help set the agenda (accomplished), and for campus partners to have fewer individuals to speak with or partner with as opposed to entire council (was not needed during this term).
2. Executive board will consider amendment to by-laws to allow non-AACC acting member to chair sub-committee, as well as language designating the maximum term of service for AACC chair.
3. AACC meeting rescheduled to afternoon of Friday, April 27th because the workshop is that morning.

IV. Unfinished Business: (none)

V. New Business

1. Judy: Career Ladder

- a. The Career Ladder proposal has passed through HR successfully, and Michelle Cook will now present to the Provost. Once approved, Judy will send to advising coordinators to seek feedback but asks that it not be presented to advisors yet. Judy does not anticipate room for any significant changes, but advising units should be able to make adjustments within the larger framework. Judy invites in-person meetings or phone calls/emails. Coordinators will not be impacted by career ladder at all. Some advisors may be displeased because career ladder structure moves away from advisors doing things that are not really their job (like course loading). Proposal articulates guidelines to encourage departments to make structural/organizational changes/decisions with respect to advising. An advisor needs to be advising or in advising-related

activity 75% of the time. Advising-related is defined as communicating with students, programming, research, and professional development. Intended benefit: units can keep advisors because advisors can advance within their units instead of college-hopping to seek promotion.

- b.** Categorizations: Instead of Advisor I through IV to Advisor, Senior Advisor, Expert Advisor, Distinguished Advisor.
- c.** There will likely be “desk audits” to ensure advisors are in the most appropriate category.
- d.** There are broad guidelines to allow for diversity of jobs among units
- e.** Timeline for coordinators to receive written document: Hoping for ‘a couple of weeks’
- f.** Questions/Comments:
 1. If individual is 50% advising and administrative responsibilities, this career ladder implementation will likely result in reclassification/title change.
 2. Graduation checks are student-related. Responsibilities that are purely administrative in department will not fall under career ladder. Organizing programming and processing overrides would be considered student-related and are appropriate work for an advisor to take on. Goal is to ensure departments move away from using advisors to take on non-advising work.
 3. Must advisors add tasks in order to advance, or can they advance with only more experience/time? An advisor needs to add tasks to portfolio to advance.
 4. Hiring:
 - i. If senior advisor retires, does position have to be posted at a certain level? All positions are posted generically as “advisor” positions. Any advisor at any level is eligible to apply.
 - ii. If advisors move to a different department, will it be lateral or can they get a promotion? All moves are lateral. Only incentive to move to a different department is “for a change” or if you don’t like your own department.
 - iii. Could new hires get raises, even without a title promotion? Judy unsure, will consider and report back.
 - iv. Example: An Advisor II (Senior Advisor) retires and the position opens up. If an Advisor I (Advisor) applies, could we then move them up? No, not immediately. The Advisor could come into the position, add to their portfolio and expect to go up the ladder at the annual review.
 5. Advancement is not task-based only, but a combination of things. By the time you get to Expert Advisor, you have to have

developed expertise in some area. As a senior advisor, one should choose an area s/he would like to become more knowledgeable about (ex: special population or issue). As the advisor develops expertise, then s/he may then become Expert Advisor.

6. Auburn and Kentucky career ladders were used as examples when proposal originally written. Auburn has since abandoned theirs.
7. Example: Franklin has retention advisor IIs. If one left, they would advertise for a retention advisor position. An advisor I could be hired and begin the work, with the assumption (but not guarantee) that they would eventually get a promotion. The Advisor I would need to set the intention to work towards the next level advisor.
8. Philosophical/Paradigm shift about work responsibilities and categorization.
9. Components of eligible review: Completion of advising certificate, letter of rec from supervisor, portfolio
10. Question: How will we know if our department has funds for career ladder promotions? Judy doesn't know answer but said there is hope that advising would move back under Dean's offices.
11. To determine promotions, an advising coordinator committee (made up of people from across university) would meet once or twice per year.
12. Career ladder is for advising positions only, not student affairs professionals, or other classifications (although these career ladders should be coming soon).
13. In the desk audit, if an advisor II is categorized as doing the duties and having the knowledge of an "expert advisor (advisor III)," that advisor could potentially receive a salary increase and title change *without* needing to go through the committee process. However if an advisor III should actually be an expert advisor, they will move to that rank but not receive a change in pay. (This is actually to their advantage, as they can then move back up.)
14. Associate Deans have been informed. Communication should be coming down from associate deans to department heads.
15. If we desire it, Juan Jarrett may be able to attend next meeting.
16. HR made some changes to original proposal, but not many. Most large changes from the version of the career ladder submitted by the AACC committee came from the Office of Instruction.
17. Heather McEachern requested training (possibly via a class) for supervisors who will be making some of these career ladder recommendations. Seconded by Greg Kline & Matthew Head.

18. HR to consider advisor salaries, with intention to make some changes at some future point. Advisors are first group in much larger overhaul, campus-wide.

19. Judy does have written guide with instructions for developing portfolio.

2. Kelly King: new major effective fall, Hospitality and Food Industry Management. Upper level coursework available fall 2019. Partnering with GA Center. Housed in Ag Econ department.

3. Matthew Head: "Natural Resource Recreation and Tourism" major will become "Parks, Recreation and Tourism Management." Pre-requisite courses used to be CHEM1211 and BIOL 1107, but now students can take elementary chemistry and non-science biologies; this aligns with similar majors at other schools.

a. Adding Community Forestry & Arboriculture emphasis to the Forestry major, not yet approved.

VI. Adjournment: Meeting adjourned at 11:04