June 6, 2019

CAA Staff Meeting Notes

Attending
JoAnn Hertz    Karen Fullmer    Penny Monson    Nitin Srivastava
Lyn Redington  Jessica Sargent Dana Gaudet    Jessica Sargent
Kelly Moor    Virginia Barnett Ann Davidson

Excused: Susanne Forrest, Phillip Pleasant, Buck Benson, Brady Cook, Ali Crane, Brad Broschinsky, Staci Phelan, Tiffany Elsberry, Laureen Orozco, Juanita Gonzalez, Michelle Munoz

Discussion

Taking Care of Business (TCB)- Is being held June 12th & 20th from 4 to 7 pm. In Pocatello, it is being held in the Museum Building on the 3rd floor. Meridian, Twin Falls and Idaho Falls campuses will also be participating in TCB on these nights.

Students will have access to admissions, advisors from different departments, financial aid, registrar, housing, parking, Trio and student ID’s, etc. will be available. It is a chance to encourage students to get ready to enter school this Fall 2019 semester. Emails and calls are being made by Admissions to encourage students to complete their admission and register for fall, and by college advisors and others to encourage registration by those who attended Spring 2019 semester but are not enrolled in Fall 2019 yet. Please share the information broadly.

Lyn says that a coordinated effort is being reviewed to encourage students to update their contact information every semester before enrolling in the next semester. Lyn stated we should not use the emergency contact number unless there is an emergency. She will check on the regulation and confirm. Those advisors participating in calling campaigns are asked to remember the lists they receive are not ‘real-time’ and the information could be outdated by the time a call is made to the student. It was suggested to look up the Student Profile while/before calling students to determine if the student has registered or graduated. It was suggested an Argos report needs to be created or modified for an easier and real time version of which students may need to be contacted for a courtesy check phone call from an advisor.

TCB event information has been emailed to students (both ISU email an alternative email), can be found in Bengal Web in the Important Announcement channel, and it will be posted
to the ISU’s Events Calendar on ISU’s homepage. Every student or prospective student is welcome to attend.

**UAS Testing - College of Tech** Regina explained that COT has recently lowered the Math requirement for the Unmanned Aerial Systems (UAS). Most of the Engineering Technical programs require the higher Aleks, SAT and ACT scores. She recommended that all College of Tech students be directed to contact their advisors as student’s requirements are reviewed on a case by case basis. The current advisor list and UAS Testing are attached to this email along with these notes.

This started a conversation about the length of time the Compass, GPA, Aleks, ACT and SAT scores stop being viable for placement. Currently, they are always viable if they are in the student's record. The recommended period was five years. After that time, students would be encouraged to take the Aleks assessment for math placement. Currently, there is not an English Placement tool. Lyn will investigate whether we can stop these scores from being “forever scores” in the system. She shared that research shows that standardized tests do not show whether a student will be successful. One factor that shows a student’s success probability is their high school GPA.

**Lyn’s vision** Mandatory advising will begin summer of 2020. Details will need to be developed/finalized. Online orientation, in-person orientation, and a first-year experience course in the first semester for new freshmen and transfer students will be required. ACAD 1104 will be rebranded and the curriculum reviewed to be intentional, thoughtful, and thorough, and a hallmark of Idaho State. She comes from institutions that mandate activities/actions and does not believe these mandates are barriers to the student attending ISU. Our system’s processes and policies need to be reviewed for clarity, friendliness, efficiency, best practice, etc., (e.g. returning students, Veteran’s, Honor students, ADA students, and Trio - should they get priority registration). Students need support and assistance that empowers them, not enables.

She wants to look at how to provide advising to students in areas most convenient to them - such as resident halls. There are many best and promising practices that will be reviewed and applied to ISU. Though not a fan of consensus, she is a believer in collaboration. As a reminder of our “why,” she shared that our President always comes back to what is good for the student as a basis for his decisions.

Lyn will review curriculum to determine if ACAD support classes outside of ACAD 1104 could benefit by additions or revisions. Cohorts are important to develop for all levels including non-traditional students.

**Roundtable**

- Peer Advising (ACAD 4450) is a 1 credit class for students who have been recommended to take it. The course prepares students to eventually work as a Peer Advisor in CAA or other supervised units for 1 or 2 credits each semester (up to 6 total credits). Please contact Karen Fullmer for more information or email her the names of students you recommend who might be interested in the opportunity. Min. 2.5 GPA.
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- Ann Davidson, Office of the Registrar, has transitioned to working solely with Degree Works issues and concerns. Any questions concerning Degree Works please call her at ext. 2813 or email: d gwaudit@isu.edu. Reminder, any requested Degree Works edits/updates/corrections will update overnight.

- Before a new ISU student begins their first semester of classes, they can contact reginfo@isu.edu to update their major or minor. After the first day of the semester, they must go through their advisor and the Curriculum Change Request (CCR) process.

- Declaring General Studies as a major must be done after having been admitted. Please refer them to Virginia Barnett at barnvirg@isu.edu.

- Currently, Central Academic Advising (CAA) is assigned to all students upon admission. We have submitted a request to IT to change the advisor assignment process. The process change requested is to assign both 1) a departmental mentor (faculty or professional advisor from the student’s declared major) as the Primary advisor and 2) either CAA or COT assigned as the support advisor.

- Currently, students must go to their major and/or minor department and request a departmental advisor assignment. They also go to their department to modify their major and/or minor. The major (or minor) department will submit a CCR. The department is to identify an advisor for a major as well as for a minor.

Meeting Adjourned 11:07 am