1. President Dobbins called the meeting to order and indicated that the Board of Regents would be meeting today in a conference call at 11 a.m. to review benefits for same sex marriage couples. The Board also will consider priority maintenance and repair projects to submit to the Governor’s Office in light of a $200 million supplemental bill, which would provide Southeast with approximately $10 million. The Board also will discuss the possibility of investigating a Greek Village initiative for the University.

The President thanked Michele Tapp and Chuck McAllister for their leadership in working with committees on collaborative advising over the past several months.

2. Dr. McAllister introduced the several areas of study and the following action items resulted:

1. Vice Provost McAllister in collaboration with Drs. Bowen, Bai, and Michele Tapp are to draft criteria for determining whether or not an academic department is providing successful advising to first- and second-year students.

2. Deans in collaboration with department chairs are to give to Vice Provost McAllister a list of all specialized/pre-professional majors/academic programs wherein academic advising for the first-year student should continue to be the responsibility of the department. Examples might include Communication Disorders, Athletic Training, etc.
   - Adopted the First Year Advising Model
   - Compile data for the past three to five years looking at retention in both the major and the department, along with retention to the University - question as to whether data is better analyzed based on the department or the major
   - McAllister will reconvene this committee adding more representation from Faculty Senate executives, the deans, and professional advisors to determine the exception to freshmen year professional advising based on the retention data for those who wanted an exception.
   - Revise Faculty Advising Requests chart to show a third column which indicates what semester the transfer of advising occurs.
3. Deans in collaboration with department chairs are to work on the specific objectives that will define when a student is transferred from a professional academic advisor to a faculty advisor. The intent is to develop a roadmap or check-off list that defines the “hand-off” process, using total number of credit hours earned as a guideline and not number of semesters. Guidelines for satisfactory academic progress need to be taken into consideration.

4. Provost, deans in collaboration with Faculty Senate need to have a discussion regarding an exact deadline for the posting of grades immediately following the conclusion of a course, especially for four-, eight-week and short-term courses, to better assist students and advisors with making decisions regarding future course selection. Issues arise with financial assistance and military support when grades are delayed until the end of the semester.
   o Recommended the Registrar provide dates that faculty submit grades immediately following the end of a term/semester. The Registrar will work with Archie Sprengel to determine whether our system can handle the posting of grades that can be accessed by student, faculty and professional advisors, without the grade being rolled for transcript and financial aid purposes.

5. Vice Provost McAllister in collaboration with the deans, chairs, and Faculty Senate is to assemble a checklist or milestones for deciding whether a junior- or senior-level student could be excused from meeting with an advisor.
   o Provost will work with deans and VP Holland to define how soft skills are taught and reflected in the curriculum. A consultant should be employed to help define best practices and recommend curricular and co-curricular integration.

6. Dr. Skinner is to chair a committee comprised of Student Government President Caleb Cockrill, Faculty Senate Chair Diane Wood, Michele Tapp, and representatives from the deans and chairs to determine how advising might be evaluated.
   o Skinner to expand committee to include more representatives from Faculty Senate and the deans.
   o Committee to recommend an instrument to evaluate advising and recommend a tiered reward system (dollars and/or time) for rewarding good advising.

3. Dr. Below provided an overview of the discussions and distributed the Academic Advising Learning Objectives for FirstSTEP/Prior to the Start of First Year. The group will continue to discuss possible changes and work closely with the professional advisors.

4. Unit Items:
   Starrett – reminded group of the Nov. 7th activities associated with the 75th anniversary of Kent Library.
Cockrill – a bus has been scheduled to take students to the OVC soccer championship against SIU-E later this week.

Skinner – new Chartwells personnel include Stephen Cooper as manager, and Kelly Wilkins as catering director

Alnutt – reminded group to attend basketball exhibition games with free admittance if you bring canned food

Barke – in conjunction with the University’s sponsorship of the Nov. 17th Leadership Mike Matheny event, all faculty and staff can receive a free ticket from the Show Me Center Box Office

The next Administrative Council meeting is a joint meeting with the Ologie branding study/team and Communications and Marketing staff and is scheduled for 8 a.m., Tuesday, Nov. 11, 2014, in the University Center Ballroom A.

Submitted by,

Diane O. Sides
Associate to the President and
Assistant Secretary to the Board of Regents