1. President Dobbins called the meeting to order. New members were introduced. Drs. Watkins and Stader asked for assistance from the Council in making experiential assignments for their students in an Ed.D. course entitled “Program Evaluation and Planning for Educational Leaders.” Members were asked to send suggestions for any programs desiring evaluation. Several suggested including the Emerging Leaders Program, and the learning communities within the residence halls.

2. Academic Advising Consultant’s Report: Previously distributed to members of the Council were the Academic Advising Consultant Report Summary and the full NACADA Report. Vice Provost McAllister distributed the draft Academic Advising Learning Outcomes and gave a general overview of the academic advising discussion over the past two years, including the discussion regarding the Master Faculty Advisor.

A general discussion followed regarding measurable outcomes, the definition of successful advising, professional advising and faculty advising challenges. It was observed that first-year student advising generally is the responsibility of the professional advisors with the exception of the School of Visual and Performing Arts and several specialized/pre-professional programs. Deans in collaboration with department chairs were asked 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.

Discussion was held regarding the advising transition when a student seeks to leave a major/academic program within one college and to transfer to another major/academic program. Do we do a good job of transferring students between one advisor and another? The Council agreed that all first-year students should be advised by professional advisors with the exception of the specialized/pre-professional programs that will be submitted to McAllister.

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

How/when do we transfer students from the professional advisor to the faculty advisor? Council members shared several challenges including students on academic and/or financial aid probation
and year in school status versus number of credit hours earned. They also shared an issue with posting grades, especially in short-term classes, and the grade posting deadline versus advising students on selection of the next sequence of classes.

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.

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.

Further challenges and questions were raised, including what are the critical questions that an advisor needs to ask each student; the need for further professional development for faculty advisors; what do faculty advisors need to have for consistency across all disciplines; how do we handle advising in the summer when many faculty advisors are not at the University; what should faculty incentives be for good advising and how does successful advising fit in performance appraisals; how do we move forward with Master Faculty Advisor status; how can we have our systems talk with each other so advising notes can be transparent; how can we measure effective advising; do junior and senior level students always need to meet with an advisor.

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.

Vice Provost McAllister in collaboration with the deans, chairs, and Faculty Senate is to assemble a check list or milestones for deciding whether a junior- or senior-level student could be excused from meeting with an advisor.

The president asked that all groups tasked with these assignments are asked to report on status to Administrative Council at the September 23rd meeting.

3. **Unit Items:** Among the various unit items reported:

Cockrill reported that the annual Administrative Council/Student Government meet and greet reception is scheduled for 6 p.m., Monday, September 8th, in the UC 4th Floor Ballroom Patio, and invitations were sent out earlier this week.

The President reported that State of the University address will be held at 3:30 p.m., Monday, September 8th in Academic Hall Auditorium with the annual shrimp reception following. He also extended appreciation to all those across campus – faculty, staff and students – who made opening week activities such a great success.

Provost Eddleman announced that Breakfast with the Provost will commence for the semester on Thursday mornings with the first breakfast on September 4th. He invited anyone interested to join him for breakfast in the UC Dining Room (at your expense).
Skinner reported that the River Campus Center dining facility is open and serving.

Bowen asked that any proposals for new University Studies courses be shared with him no later than September 15th.

Ball reported on several support grants.

Below reported that enrollment appears to be up by approximately 2 percent.

Weller-Stilson and the President announced that an open house for the new River Campus Center will be held during Family Weekend.

Gathman reported that online credit hours are up by 20 percent over this time last year.

Wood asked deans to emphasize the correct review of online syllabi.

Ahmed reported 200 new international students for a total of approximately 1,100 international students from 55 countries.

The Administrative Council meeting is scheduled for Tuesday, September 9, 2014, in the University Center Ballroom.

Submitted by,

Diane O. Sides
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