

**Missouri State University’s Provost’s Academic Advising Council
Annual Report for 2017-2018**

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Purpose

The purpose of this report is to document the actions, accomplishments, and efforts of the Provost's Academic Advising Council (PAAC) for the fall 2017-spring 2018 academic year.

PAAC Website: <http://www.missouristate.edu/advising/83845.htm>

The website is housed under the Academic Advisement Center website. Updates to the PAAC website can be coordinated through Christina Bowles in the Academic Advisement Center.

Council Charge

Charge 1

The purpose of the Provost's Academic Advising Council (PAAC) is to evaluate the administration and delivery of advising services to all students at Missouri State University and to make recommendations for improvements.

Charge 2

The PAAC will identify current advising practices that are successful and encourage those practices among more advisors.

Charge 3

The PAAC will work to enhance consistency and quality within the advising system and support student development initiatives.

Charge 4

The PAAC is available for consultation as policy decisions are made that affect academic advising practice at Missouri State University.

PAAC Membership

Membership is made up of standing members and rotating members. Rotating members represent different colleges, advisor types, or related areas and serve two year terms. The chart below contains a membership list for 2017-2018 that contains the member's name, area of representation, and term expiration information. Nominations of new PAAC members are typically coordinated by Kathy Davis and the incoming PAAC chair. Upon selection of candidates, the potential member's names are forwarded to Dr. Chris Craig in the Office of the Provost for recommendation.

Fall 2017-Spring 2018 Provost's Academic Advising Council Membership		
Members	Represents	Term Expiration
Amy Marie Aufdembrink	Academic Advisement Center (SDPA representative)	May 2019
Karmen Brewer	College of Business Advisement Center (Professional advisor representative)	May 2019
Ken Brown	Economics (CHPA representative)	May 2019
Sandy Culver	Director, Business Advisement Center	Standing
Rachelle Darabi	Associate Provost for Student Development & Public Affairs	Standing
Kathy Davis	Director, Academic Advisement Center	Standing
Catherine English	English (Secondary Education representative)	May 2018
Tracey Glaessgen	First Year Programs	Standing
Brian High	Chemistry (CNAS representative)	May 2019
Nathan Hoff	Associate Registrar for Degree Programs and Advisement Support	Standing
Rhonda Stanton	English (COAL representative)	May 2019
Juli Panza	Education Advisement Center (COE representative)	Standing
Dan Raines	Director, Dr. Mary Jo Wynn Academic Achievement Center	Standing
Kim Roam	Childhood Education and Family Studies (Faculty representative)	May 2018
David Rohall	Sociology and Anthropology (Faculty representative)	May 2018
Jaime Ross	Director, Adult Student Services (Chair)	Standing
Lacey Sukovaty	College of Agriculture (Agriculture representative)	May 2019
Douglas Gouzie	Provost Fellow, Graduate College representative	Standing
Mike Wood	Career Resource Specialist, Career Center representative	Standing
Zachary Burt	Kinesiology (CHHS representative)	May 2019

PAAC Primary Administrative Actions, Accomplishments, Efforts, and Guests

The following page contains highlights of the actions, accomplishments, and efforts of the PAAC for the 2017-2018 academic year. Administrative actions are defined as specific actions completed by the PAAC. Accomplishments are defined as initiatives introduced by the PAAC that led (or could lead) to the introduction of a related action by the University. Efforts are defined as items where the PAAC attempted to measure, initiate, or improve a process or ideas that may be yet incomplete or not able to be measured.

PAAC Administrative Actions

- Establishment of two new standing members of PAAC. One standing member is to represent the Education Advisement Center and is currently filled by the coordinator of the Professional Education advisement office. The other standing member is intended to add a first year/first generation perspective and is currently filled by the Assistant Director of First Year Programs.
- In coordination with the Curtis P. Lawrence Excellence in Advisement Awards, the PAAC selected School of Nursing staff (Cynthia Hagenhoff and Lori Vaughn) for the Excellence in Advisement Support Award. Chelsea Martin from Biology received the Excellence in Advisement Graduate Student award. Brittany Wise was selected as the winner of the Curtis P. Lawrence Excellence in Advising professional advisor category, and Danielle Lillge was recognized in the faculty advisor category.

PAAC Accomplishments

- Developed a web form on the PAAC webpage (pictured below) which will allow faculty and staff to submit topics for the council's consideration. This process will heighten PAAC's presence across campus and serve as an opportunity to increase communication between PAAC and advisors.

Do you have an advising related topic or suggestion for the council to consider? Please submit your topic here for the council's consideration.

1000 characters remaining.

* Required fields

Send

- Created advising guides in a shared [One Drive](#) folder which provides advisors with in depth information about various student resources. These guides will be used by advisors to assist them with making informed decisions regarding resource referrals.
- Official PAAC minutes will be posted on the PAAC website after each meeting beginning fall 2018.

PAAC Efforts

- A Finish in Four subcommittee was created to discuss this initiative at Missouri State University- the group will be examining trainings, materials, and implementation. The subcommittee is currently working with the PSU student design team to create a Finish in Four logo. This subcommittee has expressed interest in continuing this initiative for 2018-2019.
- PAAC members and PAAC forum participants were interested in further discussion related to a booking/texting system for advisors. As a result of this interest, Don Simpson and Amie Squibb presented preliminary information on possible options. PAAC provided feedback as to the pros/cons of such delivery systems.
- Members of the 2016-2017 subcommittee that investigated group advising and created a Best Practices for Group Advising shared their findings from advising surveys as the information was not complete until summer 2017.
- PAAC members participated in an academic advisor forum entitled, “Meet the Provost’s Academic Advising Council” on February 27, 2018. This advisor forum served as continuous outreach to the advising community.

PAAC Guests

- **Don Simpson** (Associate VP, Enrollment Management) and **Amie Squibb** (Enrollment Services System Coordinator) -Visited to discuss text message utilization for advising. (December 2017)
- **Denise Baumann** (Associate Director, Residence Life Housing & Dining Services)-Visited to discuss [Faculty Resources website](#). (April 2018)
- **Dr. William Bray** (Department Head, Math)-Visited to discuss Math Pathways. (May 2018)

PAAC Unfinished Business and Future Opportunities

- Revisit the Student Educational Planner (SEP) template tools.
- Discuss technology use in advising including texting notifications to students and calendar booking with text reminders.
- Discuss advising guides created by the 2017-2018 subcommittee and how to disseminate these to advisors.
- Explore the use of TREK regarding providing prospective students with degree audits.
- Revisit Finish in Four initiative and subcommittee progress as previously mentioned.

PAAC Chair Outgoing Wrap-Up

I want to take this opportunity to share what an honor it was to chair the council this past year. As a very new member of the advising council, I was excited to jump in and experience the council in its entirety. I want to thank the council members who dedicated their time and talent towards the important work of investigating and refining advising services at Missouri State University. There are many exciting initiatives underway and I'm confident that the council will continue to aid in the improvement of advising on our campus. Special thanks goes to Kathy Davis, Nathan Hoff, Tracey Glaessgen, and Amy Marie Aufdembrink for reaching out and offering their assistance when needed. As a standing member, I look forward to continuing the good work that we began this past year and am excited to be a part of such a cohesive and forward-thinking council.

Sincerely-

Jaime Ross
Director
Adult Student Services
(417) 836-4126 or JaimeRoss@MissouriState.edu

Appendix

A: PAAC Meeting Agendas

September 20, 2017 (3:00 PM-4:30 PM) Meyer Alumni Hospitality Room Agenda

1. Membership Introductions
2. Announcements
 - a. Jaime Ross- adult student focus group discussion
 - b. Nathan Hoff- Office of the Registrar updates
 - c. Kathy Davis- fall advisor training and development programs
3. Primary Topic: 2017-2018 planning
 - a. Topics to take on for 2017-2018
 - b. Guests we would like to invite
4. Additional business from council membership

Discuss Additional Meetings/locations:

Wednesday, October 18 (3:00-4:30 PM)

Wednesday, November 15 (3:00-4:30 PM)

Wednesday, December 6 (3:00-4:30 PM)

October 18, 2017 (3:00 PM-4:30 PM) Meyer Alumni Hospitality Room Agenda

1. Subcommittee updates
 - a. Group advising questionnaire results
 - b. Advising guides (financial aid, res. life, etc.)
2. Walkthroughs- Student Educational Planner & Degree Works Transfer Equivalency
3. Additional business from council membership

November 15, 2017 (3:00 PM-4:30 PM) Meyer Alumni Hospitality Room Agenda

1. Subcommittee updates
 - a. Group advising questionnaire results (Tracey)
 - b. Advising guides (Jaime)

2. Selection process for 2018 awards & “Finish in Four” initiative (Kathy)
3. Office of the Registrar updates (Nathan)
 - a. Proactive Registration and Bear Return reminder
 - b. Academic warning report information
 - c. 125 to 120 hour minimum hours update
 - d. My Missouri State portal updates
 - e. General education math update
4. Additional business from council membership
Upcoming Meeting:
Wednesday, December 6 (3:00-4:30 PM)

**December 6, 2017 (3:00 PM-4:30 PM) Meyer Alumni Hospitality Room
Agenda**

1. Text messaging utilization for advising (Don Simpson & Amie Squibb)
2. Announcements
 - a. Kathy Davis (Master Advisor Updates)
 - b. Nathan Hoff (Office of the Registrar Updates)
3. Subcommittee updates
 - a. Advising guides (Jaime)
4. Additional business from council membership

**January 30, 2018 (3:00 PM-4:30 PM) Meyer Alumni Hospitality Room
Agenda**

1. Announcements
 - a. Kathy Davis (Master Advisor Updates)
 - b. Nathan Hoff (Office of the Registrar Updates)
2. Subcommittee updates
 - a. Advising guides (Jaime)
 - b. Possible scheduling/text messaging subcommittee
3. Additional business from council membership
 - a. NACADA Core Competencies/Master Advisor program alignment

February 20, 2018 (3:00 PM-4:30 PM) Meyer Alumni Hospitality Room Agenda

1. Announcements
 - a. Kathy Davis (Master Advisor Updates)
 - b. Nathan Hoff (Office of the Registrar Updates)
 - i. College Scheduler feedback
 - ii. Faculty Resources website from Student Affairs Bridge Building Committee-update and possible PAAC visit
 - iii. SEP promotional video to students-show in upcoming meeting?
 - iv. Administrative Banner (or Banner 9) training (trainings to be scheduled late March-May; June 1 planned switchover)
2. Subcommittee updates
 - a. Possible formation of a scheduling/texting software for advisors
3. Additional business from council membership

March 26, 2018 (3:00 PM-4:30 PM) Meyer Alumni Hospitality Room Agenda

1. Announcements
 - a. Nathan Hoff (Office of the Registrar Updates)
2. Discussion- topics from the PAAC forum
3. Subcommittee updates
4. Additional business from council membership

April 25, 2018 (3:00 PM-4:30 PM) Meyer Alumni Hospitality Room Agenda

1. Announcements
 - a. Nathan Hoff (Office of the Registrar Updates)
2. Presentation on faculty resources website
 - a. Special guest Denise Baumann
3. Subcommittee updates
4. Additional business from council membership

May 25, 2018 (3:00 PM-4:30 PM) Meyer Alumni Hospitality Room

Agenda

1. Math Pathways Discussion- Dr. William Bray
2. Announcements
3. Vote for next year's PAAC Chair and suggestions from PAAC members on replacements for expiring representatives
 - a. Chair candidates who have expressed interest: Karmen Brewer, Amy Marie Aufdembrink
4. Topics for next year's PAAC