AGENDA

First meeting reports

- Collaboration & Communication - went well, set ground rules, started a google doc and set 8 meeting dates starting in January - will brainstorm on google doc and come back together
- Organization - went great - missing one member but people were participating. Working on twice per month meetings. Overview of what they think they need to know. Started google doc as well. Designated a “tracker” to keep the group on track and catch the various items that get lost as conversation moves.
- Learning - Trying to meet next week and then set the meetings for spring. Homework is the committee looking for SLO’s for advising
- Student Purpose and Pathways - reviewed the purpose of the group and provided the group the section of KPI’s - did not yet set meeting dates but working on that now. Review of expectations for this first part of the project.
- Technology enabled advising - 15 members - ⅓ did not attend the first meeting - have non-advisors on the committee - trying to get people on the same page. Really struggling to find a time to meet. Have neighbor island folks on the committee - how to get them fully involved in the conversations? Looking for solution for better tech connections.
- Advisor selection and development - establish quorum protocol - at least half the committee there, provide electronic options when needed. Ground rules discussion was lively. First meeting is set for 12/21. Plan to meet weekly at first and then go from there. Confidentiality? Can we share the discussion at our meetings?
- Research - only 5 on the committee - got through more than expected. Set up meeting for 12/12 to finish up going through the questions. Set spring meetings as well.
- Equity, inclusion, diversity - 11 members (8 in attendance) - divided the 3 sets of questions into sub committees to focus on different areas. Difficult to set meeting times so looking for ways to engage without everyone in the same room.
- Institutional Commitment - had surveyed prior to the launch - bulk of meeting was discussing community guidelines. Plan to start with google
doc. Set dates for spring semester meetings. How far can we take the recommendations given that the questions are big institutional questions.

**Committee administration**

- Distance options for neighbor island members - ITC 105 room can be reserved (free) but have to use their communication method - EDM 215 (Stephanie) is an option with video conferencing using a conference camera/mic. Need to advance plan for both options.

- communication schedules - everyone needs to get information from advising units - let’s coordinate it so we do not overwhelm all the groups - Shared doc where all committees indicate what they need to request with a shared due date review of the evidence library section of platform - how to label, upload, etc.

Please add to the google doc for collection of what folks need to ask for from units (JB will send out to steering committee only) -- Deadline is January 25th.

- google drives vs. platform - use what works for your group but please make sure you are uploading evidence documents as they can be shared by other committees.

- EAA would like us to send out the monthly newsletter -- how do you want it? would like it on the website, Liaisons will follow-up with EAA to determine best way to distribute and appropriate audience.

**Questions discussion**

--will share student survey with chairs - once revised version is available and the faculty/staff survey is available will share via EAA Platform.

--we will have the opportunity to add institution-specific questions (2-3)

--if you need additional representation (i.e. you feel someone’s voice is missing) it is ok to add someone to the committee. Can also consider a focus group type of approach. Let Jenn and Stephanie know if you add someone or plan to bring in someone in a consultant manner to ensure we don’t reach out to the same people repeatedly.

--Term definitions - some we will need to set others have more common definitions:

**Sending units**: Departments/functional units who refer a student to another unit (ex: change in major...academic support)

**Sending institutions**: Where your students come from. Primary community college partners, possibly other 4-years where migration is high.

**Collaboration with area K-12 systems**: Does UHM go into K-12 schools to do academic advising for admits? Do advisors go into schools to explain how academic advising is different in higher ed than in K-12?

**Recruitment**: Recruitment is not academic advising

**Academic advising**: Limited to those who perform the specific role of advising that relates to academic planning, academic guidance, and ideally includes doing this work in the context of
“whole student” needs as well. Partner advisors in academic support, specialized programs, et al would fall under key partners and partnerships. Each campus has to define this for themselves, but in general units that support students outside of this academic planning and guidance function should fall under advising as opposed to academic advising.

**Please email your December 3 Conditions Committee meeting minutes to Diana Thompson dianalt@hawaii.edu**

If you want anything posted before 2019 must be in to Diana by Friday 12/14 noon.

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