EAA Steering Committee Meeting
January 22, 2019
Location: EDM 216

● Check-in
  ○ One thing going well.
  ○ One area your committee needs additional support.
    ■ Kari. A - Advisor selection - interactive group, excited to participate and is a blessing. Needs help with gathering the information to start the work. Feeling crunched timewise.
    ■ Siobhan - Institutional Commitment - organization is good and starting to do work. Robust. Have some questions
    ■ Jolene - Communication and collaboration - good - generated a lot of questions but could use help ensuring that they are good
    ■ Leilani for Advising and development of scholarship - small but mighty group and Kiana leads them well. Have long lists but wanted to get started.
    ■ Rosie - Learning - good meeting with folks already getting started. Will meet again Thursday. Struggle with getting members all together at the meetings. Using remote option
    ■ Seth and Diana - Technology enabled advising - a lot of people in the group - great variety in the group. The downside is that it can be pulling teeth to get folks to share out. Used the “power of silence” to get people talking.
    ■ Megumi - Equity - full meeting this last one - everyone is so passionate about the topic that it is hard to stay focused on the topic at hand.
    ■ Matt - Student pathways - when all together very productive, it’s a struggle to get work done when not in the meetings. A lot of questions
    ■ Ruth and Heather - Organization - have a map of timeline and created a list of criteria to guide decisions, need feedback on survey. Figuring out how to use the platform more and getting more used to it.

● Timeline
  ○ Feb 1st - EAA Conditions Tab goes live (take notes in here, do not answer questions until evidence has been reviewed)
    ■ We are in a self-study and at this point we do not have any recommendations because the data (i.e. institutional data, survey results, evidence collected from units, etc.) that we will collect will inform the recommendations that we as an EAA task force will make.
  ○ February 15th - deadline for advising units to submit materials (Jennifer and Stephanie will upload to EAA Platform)
- February - Student Survey distribution - waiting for clarification on distribution method and if we have to connect to authentication.
- March - Faculty/Staff Survey (expected)
- April 30th - 1st draft of recommendations presentation due to Liaisons
- May 14th - EAA Workshop
  - Liaison visit
  - Report on initial findings
  - Cross committee collaboration meetings
- Final report and implementation plan sharing - Fall 2019 (maybe)
- Note: Timeline for report writing TBA

**Definitions:**
- Top-level administration - Vice-Chancellors and above
- Mid-level management - Deans
- Collaborative relationship - stakeholders work together towards a common goal - not simply informing each other of something
- Communication plan - is it for the university, for the units, for the advisors?
- Think about these kinds of questions in relation to academic advising specifically - this is a study on academic advising.

**Platform**
- Inventory is populated! They are still cross checking. We will notify you when the data is complete and ready to be used
- Advising structure - predefined - allowed for all 4 structure options since we have all of these on campus
- Advisor types - We could not change the types offered so created various types in hopes to address our advisor types. Do you all agree with these types? Did we miss anyone? Maybe - there are a few specialist faculty who serve an advising role and are also teaching - and would not likely call themselves a major advisor. What about non-tenured specialist advisors? Does it make a difference that one unit has all of the students assigned to one faculty advisor but then other faculty members just see students as they come in randomly vs. smaller advising loads spread across faculty members? Consistency is an issue - who does what and how consistent is it from one area to the next?
- Send any UHM advisor labels you think need to be included by Friday January 25th.
- Labels in evidence library - there are some there in existence - can add

**Website Updates**
- Still working on updates. If there is something that still hasn’t been done please let her know.
- Minutes -- receiving them in all sorts of forms - is turning them into PDF’s and giving them a naming condition so it doesn’t get lost.
  
  Year.month.day.committeeName.Minutes (ex. 20180122_SteeringCommittee_Minutes)
● Review of evidence list
  ○ survey to gather with ability to upload documents
  ○ Consider your questions - because we don’t really have time to vette this properly the way that a survey typically would. The goal is mass evidence collection.

● Student, Faculty/Staff Survey -
  ○ do we really need our own questions?
  ○ Maximum of 1 question per committee
    ■ How is advising load placed in the P&T criteria for major faculty

● Selecting the “Best” evidence -
  ○ think about the top 5 pieces of evidence for each area, not every possible piece of evidence

● Contacting other units on behalf of EAA -
  ○ remember that we are a big group, with many needs.
  ○ Don’t request additional evidence from outside sources without discussing with liaisons first.
  ○ Don’t contact other offices on behalf of EAA in preparation for implementation of recommendations - we’re not at this step yet and this would be done only after collective decision from this EAA group.

Homework:
1. Email current committee members list to Stephanie and Jennifer
2. Evidence list - Due January 25th