

Kinesiology, Sport and Leisure Studies

Minutes

August 31, 2021

11:00 1.m.

Microsoft Teams Meeting

Present: Dr. Martin Ayim Dr. Aaron Livingston
Dr. Rodney Blackman Dr. Catalina Palacios
Ms. Breleisha Gilbert Dr. Larry Proctor
Ms. Barbara Lewis Dr. Patricia Simmons
Ms. Teshia Lincoln Dr. Debbie Thomas, COE Dean

Presiding: Dr. Obadiah Simmons, Jr.

Call to Order: The meeting was called to order at 11:00 a.m.

I. Welcome

Dr. Simmons opened the meeting by welcoming everyone in attendance.

II. Approval of Agenda

The agenda was approved as printed with no additions.

III. Old Business

A. Kinesiology-Activity XII (Final Day-Expenditures)

- Today is the last day to expend Title III funds in Kinesiology-Activity XII for this grant year.

B. 2021 Fall Semester Class Adjustments

- Faculty were requested to submit 2021 fall semester class adjustments to Ms. Griffin.
- Faculty were reminded to update the daily attendance in Banner in order for the students on financial aid can receive their refund checks on time.

C. *Other(s)*

- Dr. Simmons welcomed and introduced Dr. Thomas to the meeting.
- Dr. Thomas indicated that she is looking forward to meeting everyone and identifying ways that she can provide full support to assure everyone's success.

IV. New Business

A. Advising Recommendations

- Dr. Blackman emailed his detailed advising recommendations to everyone.
- A meeting will be scheduled for Thursday, September 2nd to discuss the advising recommendations.
- Dr. Simmons asked the faculty to read the recommendations and be prepared to discuss at the meeting.

B. Curriculum Revisions

- Dr. Blackman addressed the proposed curriculum revisions and provided brief instructions to expedite and facilitate the approval of said proposed curriculum revisions.
- Dr. Blackman requested that the committee members provide a rationale for revisions recommended on proposals.

V. Updates/Announcements

A. Professional Conferences & Meetings

- Title III funds are available for travel via the QEP Office for approved conferences.
- Faculty were encouraged to submit travel requests for professional conferences, meetings or workshops scheduled for the 2021-2022 grant year once the conference information is available.

B. GSU Faculty Senate

- Faculty Senate provides funding for faculty who are presenting at a professional conference, convention or similar professional organizational meeting. The maximum amount of funding is \$500.

C. Other(s)

- GSU has a partnership with Black Women Health Imperative Diabetic Prevention Program.
- Pray for Dr. Rose Chew, Dr. Dorothy Hardy and Ms. Calvin.

VII. Closing Remarks

*A. Department Head/Dean/*Provost's Office*

- Provost Walton and other University Officials have a standing open invitation to attend all KSLS departmental meetings.

B. Announcement

1. Next KSLS department meeting is scheduled for September 28th at 11:00 a.m.

C. Adjournment

The meeting adjourned at 11:39 a.m.

Recorder: Sheila Griffin

ATTACHMENT

Clarification of Advising Specifications and Alignment, and Recommended Revision of Advising Protocols for the KSLS Department at Grambling State University

Grambling State University's Definition of Advising:

- *Grambling State University Academic Advising Manual p. 4 (2009)*

Academic advising is a developmental process in which students are assisted and guided in clarifying their life/career goals and in developing educational plans for realizing those goals. It is a decision-making process that is ongoing, multi-faceted, and the responsibility of both student and advisor.

Grambling State University's Goals of Academic Advising:

- *Grambling State University Academic Advising Manual p. 5 (2009).*
- 1) Assist students in developing an educational plan that helps them achieve their life/career goals (e.g., chosen program(s) of study).
- 2) Assist students in monitoring and evaluating their progress toward established goals.
- 3) Assist students in obtaining services from other campus and/or community agencies when necessary.
- 4) Facilitate and coordinate student communication with campus and community stakeholders through effective networking.

Procedure for Assigning Advisees to Advisors

- *Grambling State University Academic Advising Manual pp. 8-10*

Each unit uses the following procedure for assigning advisees to advisors. This process is done prior to the arrival of the incoming freshman on campus. The name of the advisor and contact information are provided to the student prior to his/her arrival on campus.

- 1.** Each unit will identify an individual (Coordinator of Advising) who will have the responsibility of assigning incoming students to an advisor. Note: In small departments (50 majors or less) the department head may serve as the Coordinator of Advising.
- 2.** The Admissions Office will provide each Dean with a list of incoming students who have declared a major in their respective area. This list will be distributed at least three weeks prior to the start of each semester. (Updates to the list will be provided as needed).
- 3.** The Coordinator of Advising will assign advisees to advisors. During this process strict attention will be paid to the *University's established maximum advisor/advisee ratio*. Accordingly, one of the following methods will be used by degree programs.
 - Last Names: Each Advisor is assigned Advisees based upon the first letter of the last name of the student. For example, Advisor #1 is assigned advisees who have

last names that begin with A-D. Advisor #2 is assigned advisees who have last names that begin with E-H, etc.

- Rotating: Using the list of incoming freshmen and transfer students that is provided by Admissions, each advisor is assigned an advisee. The first student on the list is assigned to Advisor #1, the next student is assigned to Advisor #2, and the student that follows is assigned to Advisor #3. This process is repeated until all students on the list have been assigned an advisee. (This process is more suited for the smaller departments).

4. Dual Advisors have specific duties that relate to the advisement process. The Honors College advises the Advisee relative to Honor College activities. The academic department advises the student relative to degree program activities/matters.

5. Students who are dual-advised will be made aware of the function/purpose of each Advisor by both Advisors.

6. The Coordinator of Advising will generate a list that identifies the Advisor for each Advisee and share this information with the department head.

7. The department head will enter advisor/advisee information into Banner.

8. The Coordinator of Advising will give each advisor a list of advisees who have been assigned to him/her.

9. The Coordinator or Department Head will contact incoming students making them aware of the name of their advisor and the office room number and telephone number for this individual three weeks prior to the start of the semester.

10. After the fourteenth class day each Advisor will submit a list of the names of the students that were actually advised for that current semester (advisement could have taken place during early registration) to the Coordinator of Advising

11. The Coordinator of Advising will compare the list of advisees to students that were actually advised in an effort to determine if some students are not utilizing their advisors during the advisement process. The results of this comparison will be submitted to the Department Head and Dean.

12. In the event that it becomes necessary to assign a new advisor to a student, the Coordinator of Advising will be contacted by the assigned advisor and/or department head. Once a new advisor is assigned, this information will be given to the department head and entered into Banner.

Proposed Clarification:

Under the current KSLS departmental advising regimen, this process of assigning advisees is repeated anew each semester. Without apparent University specifications otherwise, or directives for one way or another, currently the KSLS regimen calls for reassignment of advisees over and over again, from the start, each semester.

It may fairly be said that there is a degree of cumbersomeness to repeating this practice over and over and over again. Further, there is insufficient evidence to suggest that this practice is mandated by the university.

By way of caveat, whereas, the greatest thing about banging one's head against a wall is, decidedly, that it feels good when one stops. ☺

In addition, the practice of repeatedly assigning students to new advisors each semester presents an open and obvious disruption of the continuity of the advisor/advisee relationship(s) and consequently the current departmental advising regimen works counter-productively to the University statements of definition and goals of advising.

Further, this practice obfuscates and diminishes faculty accountability such that several other aspects of the advising specifications provided in the University Academic Advising Manual are rendered inefficient, ineffective, and/or inoperable.

Accordingly, by way of proposed clarification and streamlining of the advising process in the KSLs, the **first recommendation presented here is to discontinue this practice and replace it with a more efficient process (as proposed later in this note).**

In addition, the entire advising process should likely be re-visited, and the assignment of roles within the department may be reconstituted to reflect tighter adherence to the advising standards presented in the GSU Academic Advising Manual, as closely as is reasonable and in support of student learning through the advising process.

Whereas it is also apparent that somewhere in the last 10-12 years previous KSLs leadership personnel have seen fit to enact derivations of and substantive deviations from the above standardized procedures for advising. Accordingly, for best practices going forward, these matters may require a dedicated department-wide conversation and/or meeting time for the re-assignment and/or revival of faculty obligations and role performance, faculty role clarification (e.g. identification of advising coordinator responsibilities and/or personnel), realignment of duties, compilation of revised documentation and paperwork, etc. etc.

However, discussion and adoption of the following recommended KSLs departmental advising set of standard practices, which generally adhere to the advising guidelines presented in the University's Academic Advising Manual (2009) may temporarily suffice for more effectively promoting efficiency, effectiveness, and overall adherence to University Advising Guidelines...

For the express purpose of bringing clarity, precision, ease of navigation, and efficiency to the advising process, and to better serve our student-advisees, the following four (4) phases of Advisee Assignments, Record Distribution, and Operational Activities are recommended:

Phase 1: In adherence to GSU Academic Advising Procedure Standard 6, a list of all student-advisees in the KSLs department, with their departmental majors and accompanying concentration areas, shall be **produced** by the Department Head and/or Administrative Assistant (and/or Advising Coordinator, per Standard 1)

Phase 2: According to the specifications provided in Standard 3, the Department Head and/or Administrative Assistant and/or Advising Coordinator will **assign** each student advisee in the KSLs department to a **quasi-permanent** faculty advisor

***note 1:** once assigned an advisor, each student advisee will remain assigned to that same advisor until that student graduates from GSU, leaves the program, or requests to be assigned to a different **quasi-permanent** faculty advisor.

***note 2:** the assignment of student advisees should generally follow a sequence where the student advisee will be advised by faculty advisors teaching in the same major and concentration area that the student advisee has elected to pursue.

***note 3**: the following excerpt from the GSU Academic Advising Manual (p. 6) also applies: “GSU strives to maintain an **advisor/advisee ratio of 1 to 30**. Several strategies can be used to deal with overloads, such as course load reductions (e.g., a maximum of 3 credit hours per year for 30 additional students); faculty assistance from other departments with low enrollments; student-peer advising; departmental/college group advising; and utilizing paraprofessionals for advising.”

***note 3a**: members of the departmental curriculum committee may also be used to assist with overloads, given their required familiarity with the overall departmental curriculum).

***note 3b**: faculty members teaching exclusively in the graduate program (e.g. Dr. Livingston) should be precluded from being assigned undergraduate student advisees, and consequently only be assigned graduate level student advisees

Phase 3: All new freshman and transfer student advisees are to be processed according to Phase 2 each semester

Phase 4: Consistent with the nomenclature provided in Standard 8, the Department Head and/or Administrative Assistant and/or Advising Coordinator will **distribute** to each faculty advisor an updated list of their advisees each semester.

Admittedly, these recommendations are not comprehensive, however, they are flexible enough and easily adaptable to accommodate the various differentials that may appear (i.e. Honors advising, dual advising, et al.)

For additional assistance and consideration, the following two documents (hyperlinked below) may serve as clear guides for establishing advising protocols that best serve our student-advisees.

[Lowenstein, M. \(2014\). A Theory of Advising](#)

[Sun, E. \(2019\). White paper on academic advising.](#)



Kinesiology, Sport & Leisure Studies
Tuesday, August 31, 2021 – 11:00 a.m.
Microsoft Teams Meeting

A G E N D A

- I. Welcome
- II. Approval of Agenda
- III. Old Business
 - A. Kinesiology-Activity XII (Final Day-Expenditures)
 - B. 2021 Fall Semester Class Adjustments
 - C. Other(s)
- IV. New Business
 - A. Advising Recommendations (*Blackman*)
 - B. Curriculum Revisions (*Blackman*)
 - C. Other(s)
- V. Updates/Announcements
 - A. Professional Conferences & Meetings
 - B. GSU Faculty Senate (Livingston)
 - C. Other(s)
- VI. Action Items
- VII. Closing Remarks
 - A. Department Head/*Dean's Office/*Provost's Office
 - B. Announcements
 - 1. Next KSLS Department Meeting: **September 28th @ 11:00 a.m.**
 - 2. Other(s)
 - C. Adjournment

[***NOTE:** Dean Thomas, Provost Walton and other University Officials have a **Standing Open Invitation** to attend all KSLS Departmental Meetings.]