

**Academic Advisement Council**  
**April 14, 2008 Meeting**  
**President's Conference Room**  
**1 p.m. to 4 p.m.**

**Present:** A. Heaston (Chair), V. Burden, M. Hale, V. Miller, E. Murkison, J. O'Brien, V. Richards, K. Robinson, C. Thompson, L. Vance, R. Bostic for B. Williams, and C. Griffith (Recorder)

**Guests:** C. Caplinger, R. Stalnaker

### **1. Technology Assistance to Enhance Advisement (Ron Stalnaker)**

Ron Stalnaker walked through a handout summarizing the purpose of his visit. Information Technology Services (ITS) can provide better service if advisors consolidate their requests and submit as a unit through the Academic Advisement Council. To that end, the Council agreed on the need for the following standardized reports/functions:

- **Midterm Grade Report**—lists any freshman who received one of more “U”s at midterm, noting in which course the student received the “U.” Functionality desired—to be able to merge the list to email (or My.GeorgiaSouthern), generating one email message per student.
- **Online Appointment Calendar**—allows students to schedule advisement meetings online; allows advisement centers to track the status of each appointment (appointment kept, appointment missed) as well as maintain data on the number of students seen, etc. Functionality desired—centers need to be able to add impromptu visits to the system for record-keeping purposes and, ideally, faculty advisors should be able to use the system. There should also be a limit on how quickly students can see their advisor after scheduling an appointment (for instance, do not necessary want a student to be able to schedule a meeting 20 minutes beforehand as advisors need time to prepare). Finally, automated messages are needed to remind students of appointments and indicate if they have missed an appointment. It was suggested that cell phone contact information be collected as part of the online advisement system.

The above suggestion emanated from a discussion on a policy decision to use student cell phone numbers solely for the Eagle Alert System. Amy volunteered to investigate the source of the policy and inquire whether that could not be re-visited in light of cell phones being the best contact for students in many cases.

- **Prerequisite Report**—after grades are posted, checks to ensure that each student has satisfied any prerequisite requirement of obtaining a “C” or better in a prerequisite course. It was noted that Banner may be able to be reconfigured to remove students from classes for which prerequisites were not satisfied. Functionality desired—automated messages sent to students.
- **Not Registered Reports**—lists advisees who have not registered for the following term. Functionality desired—could the system be linked to the online advisement system and report out (1) students not registered, but advised and (2) students not registered, not advised?
- **Program Sheet Update Report**—modeled after COBA’s grade report (copies of COBA’s grade report were sent to all advisors and to Ron electronically). It was noted that this report

would be a good one to place in Business Objects. The Registrar's Office also expressed an interest in being able to use the report to help with graduation clearance.

- **Online Advisement System**—this system would provide an online advisement mechanism for upper-division students. The system would utilize My.GeorgiaSouthern, asking students to indicate their first choice courses and back-up selections.

It was agreed that Ron would be invited back early next fall to discuss this system further.

- **Seat Needs Report**—would forecast seat needs by each course by semester for each major. Predictions would be based on past seat needs. Functionality desired—summary report listing numbers needed by student class year (freshmen, sophomore, etc); detail report listing individual students.

There is now available in Business Objects a report that compares seats used in core classes from the prior year.

- **Process to Automate Seat Increases in Banner**—currently, advisors have to increase seat availability in Banner by changing each section individually. It was discussed creating a page that would show all sections of a course on one page and allow advisors to update the seat availability for any or all sections at once.
- **Withdrawals**—this report would list any student who has completely withdrawn from the University. It was also discussed creating an automatic notification sent to advisors when a student withdraws from the University.
- **At-Risk Report**—two reports: (1) identifies any student in academic trouble; (2) identifies any student at-risk for losing their HOPE scholarship. Functionality desired—send automated messages to students to alert them to the situation.
- **Academic Status Checklist on My.GeorgiaSouthern**—place where students could view (at any time) their academic status. This page would include such information as financial aid, HOPE, need to be advised, advised, need to be registered, applied for graduation, cleared for graduation, etc. It was agreed that the advisors will email Candace their list of fields to be included on this page (by Friday, 4/18/08), and she will transmit to Ron.
- **Graduation Report**—lists all students who are graduating that term.
- **Students Registered for < 12 Credit Hours Report**—lists all students who registered for 12 or more credits the previous semester, but are now registered for less than 12, excluding students who are graduating current term.

## 2. SOAR

- **Message**—What is the key message that we want students and their parent to leave SOAR knowing?  
Vince Miller reported that they are changing Todd Deal's presentation at SOAR to include information on civic-minded student engagement. Doing so will allow the Office of Orientation to address student learning outcomes not covered previously in SOAR. There will also be a conversation with the Dean of Students who will speak on civic engagement, leadership, and civil behavior. The change requires the Council to re-examine what is covered in the other SOAR sessions to ensure that the appropriate academic information is still conveyed.

- Information
  - Key Information in First Year and Advisement Sessions
  - Key Information in College Sessions
  - Core Curriculum

The Council discussed what information (common to all) should be covered in which session and agreed upon the following.

College Session	Advisement & the First Year	Advisement (Day 2)	Conversations with Professors
<ul style="list-style-type: none"> <li>• Welcome (emphasizing <b>Class of 2012</b>)</li> <li>• Organizational structure of college/university</li> <li>• The college learning experience               <ul style="list-style-type: none"> <li>• Getting to know your professors</li> <li>• The First Year Seminar discussion</li> <li>• Getting involved in your college (e.g., student organizations, honor societies, undergraduate research)</li> </ul> </li> <li>• Academic support provided by the college to ensure your success (e.g., midterm grade follow-up)</li> <li>• What college graduates are doing now</li> </ul>	<ul style="list-style-type: none"> <li>• Building a schedule intentionally               <ul style="list-style-type: none"> <li>• Time to degree</li> <li>• 15-16 credit hour course load</li> <li>• Summer enrollment</li> <li>• Core curriculum</li> </ul> </li> <li>• Day 2 expectations</li> </ul>	<ul style="list-style-type: none"> <li>• House-keeping</li> <li>• Follow-up advisement reports</li> <li>• Regents Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Expectations</li> <li>• Syllabus</li> <li>• First Week               <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Day Drop Policy</li> </ul> </li> </ul>

Candace and Amy will draft a template for an Academic Tip Sheet that can be used as a resource for students. **Advisors are asked to provide feedback on the Academic Tip Sheet template to Candace no later than Friday, April 25<sup>th</sup>.**

It was also noted that centers could provide students with important dates to remember in the form of a bookmark or magnet.

- **Pre-Registering Freshmen for Critical Courses**  
CHHS and COST requested the ability (from Admissions) to be able to pre-register a small group of their students for 3-4 credit hours in critical courses. They would need to be able to do this on the morning of Day 2.
- **Receipt of RIGS and FYRE Lists**  
Advisors reminded Admissions that they need these lists as soon as possible (and before Day 2 advisement) to effectively serve their students.

It was also requested that all change of majors processed at SOAR (whether at the change of major table or elsewhere) be done on a multiple copy form or log and shared with advisors. **(The updated change of major form was shared electronically with all advisors, requesting feedback by Friday, 4/18/08. Feedback should be sent to Candace.)** Chris Caplinger volunteered to be the keeper of this information. It was noted that advisors can also check major status in Banner on SGASTQ.

### 3. Evaluation

- Course Registration Follow-Up

- From March 12<sup>th</sup> to March 31<sup>st</sup>, 1,344 decrease in number of students not registered (33%)
- **Final Report due May 12<sup>th</sup>**
- **Summer Enrollment—8 or more credit hours**  
There are approximately 390 students registered for the summer with more than 7 credit hours for either Term A or Term B. The question was raised whether this is a concern. Reports prepared by the Registrar's Office were distributed showing the students registered for more than 7 credits for Term A and then a second report for Term B.

Advisors were asked to let Amy know of any concerns by 4/25/08.

- Advisors reported that part of the problem is that units (COBA was mentioned) are front-loading all of their course offerings into Term A, leaving students little selection in Long Term or Term B.
- **Fall Enrollment—Less than 12 credit hours**  
At the previous meeting, advisors were asked to review the lists of students who are registered for fewer than 12 credit hours in the fall and report out their findings.
  - NUR students are double registered for the same courses in summer and fall
  - COE students are mostly student teaching
  - COBA students having problems getting the classes (e.g., classes full, not offered in evenings, etc.)
  - Undeclared students having problems getting the classes (e.g., classes full)

Summary Attached.

- **Transfer Early Advisement Reports**
  - **April 25<sup>th</sup> and May 16<sup>th</sup>—SOAR M**
  - **May 30<sup>th</sup> and June 23<sup>rd</sup>—SOAR W**
  - **July 2<sup>nd</sup> and July 17<sup>th</sup>—SOAR Z**
  - **August 1<sup>st</sup> and August 15<sup>th</sup>—SOAR X**
- **Annual Report—May 23<sup>rd</sup>**  
Amy provided a reminder that annual reports for the advisement centers are due to her by May 23<sup>rd</sup> (see attached template).

#### 4. Professional Development for Professional and Faculty Advisors

- Thursday, April 17<sup>th</sup>, NACADA webinar—Ensuring Advisor Success: Mastering the Art of Advising through the First Year of Advising and Beyond (COE 2150, 2 p.m. to 3:30 p.m.) with discussion following hosted by CIT and COBA.

#### 6. For the Good of the Order

Amy shared with the advisors the draft report due May 8<sup>th</sup> to the System office on advisement for their feedback. She also requested that advisors send to Candace a list of those advisors who attended advisement-related conferences this past year, noting which conference. Please forward this information no later than Friday, 4/25/08.

Chris Caplinger asked that the Registrar's Office not apply credit toward orientation FYE 1220 as students who receive one credit will still need to take the 2-credit hour course. Velma Burden indicated that she believed the problem had been corrected.

Meeting adjourned at 4:10 p.m.

**Next Meeting:** May 5, 2008, 1 p.m. to 4 p.m., Marvin Pittman Administration Building, President's Conference Room

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*Good advising is one of the key conditions that promotes retention for it reflects an institution's commitment to the education of students (Tinto, 1999, Fall NACADA Journal).*