

Academic Advisement Council
Minutes from the April 20, 2009 Meeting
College of Information Technology, Room 3302
1 p.m. to 4 p.m.

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

Guests: W. Brown, E. Campbell, C. Caplinger, M. Deal, and S. Engel

Enrollment Management Reports (Wallace Brown)

Wallace Brown demonstrated the mechanics of running enrollment reports in Business Objects and downloading the data into Excel, providing a summary of the presentation in "Business Objects Reports Demonstration." Reports added were the following:

- Applied for Graduation Report
- Currently Enrolled by College Report
- Graduated by College Report
- Midterm Grade Report
- Undergraduate Less Than 12 Credit Hours Report

Feedback was solicited from the advisement coordinators on additional fields that may need to be added to the reports. Immediate suggestions included the following fields:

- Student type
- Learning support status
- GPA
- Academic standing
- Minor
- EIP students

It was agreed that additional suggestions should be consolidated into one email and forwarded to Wallace, copying all coordinators so members of the Academic Advisement Council could see what had been requested.

SOAR

Summer 2009

- Advisement of UHP Students (Steve Engel)
Steve Engel distributed "University Honors Program SOAR Projections," requesting the coordinators' assistance in ensuring that seats in honors section core courses are still available for the approximately 28 honors students who will be attending SOAR sessions other than SOAR A. Steve also expressed a concern that any remaining seats in honors section core courses be filled with high-ability, non-honors students rather than filled randomly. A second concern is advising honors students who will be receiving AP credit or joint enrolled credit but who will not have a score at the time of SOAR. To help manage both of these concerns, Steve will confirm with all honors students prior to SOAR the student's major and the course credit that they plan to bring with them.

Based on the information received from this survey of honors students, it was agreed that all honors students will be pre-registered for honors section core courses. Advisors agreed to provide Steve with a list of any majors in their respective colleges that are highly structured and require freshmen to enroll for specific core courses.

Steve agreed to provide the coordinators with a list of criteria that could be used to fill any remaining seats in honors section core courses with high-ability students (e.g., using GPA and major). Steve will also provide advisors with a cumulative listing of all honors students and the courses for which they have been pre-registered.

- EIP (Chris Caplinger)

Chris Caplinger described the EIP process for selecting a FYE 1220 section, handing out “FYE 1220 for EIP, 2009.” This year, EIP will hold a “one-stop shop” on Thursday, June 18th, from 9 a.m. to 5 p.m. to address any problems before these students attend SOAR. Coordinators agreed to provide Chris with two advisors for each two hour period to help staff this session. Chris will also be available all day.

All summer FYE 1220 sections are being offered at 10 a.m. Heath Browning will serve as the facilitator for all of the extended orientation segments, receiving assistance from six peer leaders.

During fall 2009, there will be six sections of Global Citizens offered. Since this course is intended as a second semester experience after students have taken FYE 1220, it is appropriate to enroll the EIP students in these six sections. Chris also noted that there will be a new assessment project piloted this fall with the EIP students called MAP. These additional plans serve as interventions with the EIP students to mitigate the drop in GPA experienced with prior EIP students in the fall semester.

- SOAR M

Erin Campbell distributed several color-coded handouts related to SOAR. The salmon colored handout depicts the May 16th SOAR schedule. The blue colored handout shows the schedule for all two-day SOAR sessions, and the yellow handout is the EIP SOAR schedule. The purple sheet listed the SOAR leaders. She also indicated that all SOAR participants will be surveyed regarding their SOAR experience at the conclusion of the registration process before leaving SOAR. A copy of the survey (when it is finalized) will be emailed to the advisement coordinators in advance of SOAR.

- Transfer Early Advisement

Amy noted that the first report is due May 1st and reminded coordinators to check their enrollment reports regularly.

- Freshmen

It was agreed that incoming freshmen who will be enrolling in Term B but will not be attending SOAR M will be early advised for summer, pre-registered for summer coursework, and advised for fall during their scheduled SOAR. Vince will send an updated list of these students (approximately 25). Advisors can also view the report through Business Objects by selecting term (200905) and selecting SOAR A, B, or C.

Coordinators were asked to review carefully their numbers for SOAR A to ensure that they have sufficient advisement assistance.

- Transfer Advisement Outcomes

Coordinators agreed to the following transfer advisement outcomes

1. Through a discussion of the college organizational structure, transfer students will know whom to contact for assistance.

2. Through a discussion of the difference the college can make to the transfer student (value added to the student by being enrolled in that college), transfer students will understand how the college contributes to their overall preparation through different means (e.g., internships and field experiences).
 3. Through a discussion of advisement, transfer students will understand what advisement does for them (what value is added).
 4. Through a discussion of advisement, transfer students will understand the importance of building a four-year plan of study comprised of semester schedules that include both core and major courses (including holding realistic expectations when building course schedules).
- Ellen Murkison distributed “One Day SOAR Sessions/Transfer Sessions—Change of Major Procedures.” Coordinators were asked to review carefully this draft and be prepared to discuss the document at the May 4th Academic Advisement Council meeting. Ellen also requested that the process be re-visited mid-point in the summer to be sure that it is functioning in the way in which it was intended. Virginia Richards volunteered to draft the rotation of advisors for the change of major table.
 - International Student Orientation and Registration (Friday, August 14th)
Vince Miller reported on his meeting with the Center for International Studies, noting several decisions:
 1. International students who are transferring from U.S. institutions of higher education will be converted early and can be treated the same as regular transfer students.
 2. Exchange students will also be converted early. Advisors were asked to be sure that these students are able to get seats in the appropriate classes.
 3. Degree-seeking international students will now be coded separately as SOAR I to allow for data to be pulled and reported separately. These students must attend the August 14th SOAR session. Joan Stalcup agreed to pre-register these students for any supplemental language courses they may need so advisors do not need to be concerned with TOFEL scores at SOAR.

Advisement

- Enrollment
Amy reported on the latest enrollment figures, noting the record numbers for summer 2009. It is unknown what the impact may be of the University System’s revised tuition policy [FY 2010 Tuition Update (http://www.usg.edu/student_affairs/tuition/)]. Under the new tuition rates, 12 credit hours is still considered full-time; however, students will be charged per credit hour until they reach the 15 credit hour or more plateau. This change may discourage students from registering for 15 credits in the fall term. It was noted that HOPE will cover the 15 credit hours.
- Interventions

Spring 2009 Enrollment (as of 3/17/09)	
UG—14,214 (85%)	
G—2,337 (14%)	Total: 16,730
PB—168 (1%)	Up by 826
Summer 2009 Enrollment (as of 3/17/09)	
UG—7,757 (82%)	
G—1,635 (17%)	Total: 9,485
PB—93 (1%)	Up by 1,263
Fall 2009 Enrollment (as of 3/17/09)	
UG—10,092 (91%)	
G—952(8%)	Total: 11,117
PB—73 (1%)	Up by 342

Advisors were reminded about the following:

- Course Registration Follow-Up
 - Registered for Fewer than 12 Hours Follow-Up
- Advisors also need to be aware that the wait-list feature in Banner is not functioning in the way in which it was intended. Students currently enrolled in a course are permitted to be wait-listed in Banner for a different section of the same course. Additionally, students may be wait-listed for multiple sections of the same course.
 - Student-Athlete Advisement
For any advisement coordinators who have not submitted their student-athlete advisement plan, please do so by May 1st. Copies of these plans should also be forwarded to Matt Lombardi.

Advisors were also asked to send Matt a hard copy of the completed student-athlete advisement sheets so that Matt can follow-up to be sure that the student athletes enrolled for the recommended classes. This step should also be incorporated into the student-athlete advisement plan for each center.

Coordinators were reminded that they need to include in their student-athlete advisement plans a clear plan on what occurs when students are released to faculty advisors. What college action is done to ensure that faculty advisors understand what advisement has taken place in the past and why, and what advisement needs to occur with the student athlete in the future?

- Expanded 4-Year Plan (Virginia Richards)
Virginia Richards shared a sample four-year plan of study for an interior design student-athlete. Plans will be drafted for all majors so that a major-specific template can be used as a starting point when advising students. The college also plans on reviewing when (days and times) fall only and spring only classes are offered and building this information into the plans.

Professional Development

- NACADA Region IV Conference Debriefing
The Georgia Southern presentation was very well attended and generated a good discussion. The presenters have had the presentation accepted at the national conference.
- Professional Development Certificate (Ellen Murkison)
Ellen Murkison shared what Georgia Tech is currently doing for professional development of its advisors, asking advisors to review Georgia Tech's website (<http://www.gtaan.gatech.edu/sasprogram.php>) to see if a similar program could be developed here. Initial thoughts were that advisors could volunteer to teach professional development courses for new professional and faculty advisors through Human Resources' training and development program. It was suggested that developing a more formalized program be one of the Academic Advisement Council's goals for 2009-2010. This topic will be included as an agenda item for the May Council meeting.
- Tuesday, April 21, 2009, Brown Bag Luncheon, Facilitator: Wayne Akins (Student Disability Center), Russell Union 2047, 11:30 a.m. to 1 p.m.

For the Good of the Order

- FY 2010 Tuition Update (http://www.usg.edu/student_affairs/tuition/)
(See above under enrollment.)

- Upcoming Reports
 - SOAR M Early Advisement Report due May 1st
 - Students Not Registered for Fall 2009 Report due May 11th
 - Final SOAR M Early Advisement Report due May 15th
 - Academic Advisement Annual Evaluation Report due May 22nd

Marilyn Hale requested that advisors send her any feedback on the parent newsletter draft columns. This topic will also be discussed further at the May Council meeting.

A concern was raised regarding dropping College.Source.com from GALILEO. The cost of this service is \$5,424 per year, but the website is used by multiple departments across divisions within Georgia Southern. Amy indicated that she will take this back for discussion.

The meeting was adjourned at 4:05 p.m.

Next Meeting: Monday, May 4, 2009, President's Conference Room, Marvin Pittman Administration Building, 1 p.m. to 4 p.m.