

Academic Advisement Council
February 6, 2007 Meeting
President's Conference Room
1 p.m. to 4 p.m.

Present: A. Heaston (Chair), M. Aviles, V. Burden, E. Griffis, M. Hale, D. Kittrell-Mikell, V. Miller, E. Murkison, C. Thompson, L. Vance, B. Williams, and C. Griffith (Recorder)

Guest: C. Boles, V. Richards, S. Taylor

1. Change of Major Follow-Up (Scott Taylor)

Scott Taylor will send the PowerPoint demonstration of the change of major process out to the academic coordinators for review. In the interim, he reported that the revised change of major form is 90% developed. He has been working with the Registrar's Office in finalizing the form. The consultant is beginning to program the workflow piece of the project. He anticipates that the new tool will be available mid-March on My.GeorgiaSouthern, but noted that academic coordinators will have an opportunity to test the process before then. Amy Heaston asked the coordinators to begin to think of different scenarios in preparation for the testing phase. Finally, it was noted that all academic advisors will have access to the new tool; students will not have access.

The Council next discussed how students with 30+ credit hours should be handled when they request to return to undeclared status. Since undeclared is not a major, it was agreed that academic coordinators/advisors needed to work proactively with these students to help them find a new major. It was also agreed that this work should be done in the current advisement center and that a change of major form should not be processed until the new major is determined. Types of activities that the current advisement center might do with the student to help them explore new majors:

1. encourage them to visit Career Services and take the Focus Exam;
2. visit with the Career Services liaison in the academic advisement center (centers who do not already do so were encouraged to invite their Career Services liaison to hold regular office hours in the advisement center for the convenience of the students);
3. help student to understand what is really required of a new major before they change; and
4. work with student to explore alternatives to the current major where a similar interest might be explored.

It was further noted that if the student is an athlete, the advisement center should also inform Eileen Griffis that the student is considering a change of major.

If the student has less than 30 hours, advisement centers can move the student to undeclared status and forward the file to Ellen Murkison. Ellen also indicated that she would help advisors if they had questions.

2. SOAR Follow-Up

As indicated at the last meeting, the draft recommendations of the Task Force charged with reviewing the advisement process for transfer students (for the Enrollment Management Council)

was shared with the academic coordinators. The draft will be formally presented at the February 7th Enrollment Management Council.

Amy highlighted two major changes in the recommendations: (1) early advisement of transfer will begin when the students are admitted to the University; and (2) academic advisors will pre-register transfer students for critical courses for the students' program of study at the time of early advisement (the pre-registration maximum is 9 credits, but will be determined on a case-by-case basis).

In the discussion that followed, the coordinators requested that a template of the letter from the college unit (requesting information that the student needs to provide for effective advisement to occur) be developed. Candace Griffith will draft a template for the next meeting for the coordinators review.

Amy noted that if the process is adopted by the Enrollment Management Council, the Task Force will follow-up with recommendations on how summer and fall transfer advisement should be handled. She will keep the coordinators posted.

Finally, in response to a question, all academic coordinators agreed that all transfer students (regardless if pre-registered) must attend SOAR. Further, for the time being, coordinators may need to review past admit reports to see if there are any transfer students who will need to be early advised for summer. Vince Miller noted that Admissions is working to develop an online tool where academic coordinators would request a report by term of all transfer students admitted and eligible to enroll for that term.

In the meantime, academic coordinators were asked to review the listing of majors (as listed on the Admissions application website form) for accuracy. Any corrections should be directed to Pearl Middleton in Admissions.

3. Evaluation of Advisement (EBDM Matrix)

In response to a discussion of the draft EBDM outcomes and assessment, a request was made for Jayne Perkins Brown's office to provide data on the average number of years advisees take to graduate. Amy noted that this information might be easier to track in-house, however, we might be able to request information from Jayne on the average period of time for a Georgia Southern student to graduate.

Several suggestions were made concerning assessment strategies, and Maria Aviles agreed to share with the Council a copy of her center's student evaluation done on Monkey Survey. Candace will do a mock-up of a university-wide student evaluation instrument for the coordinators review which will be discussed at the next meeting. The Council will also discuss the program outcomes at that meeting.

4. CHHS Folder Audit Process (Deborah Kittrell-Mikell)

Deborah Kittrell-Mikell distributed the College of Health and Human Sciences Student Services Center Junior Audit form. She described the process as follows:

1. at the time of advisement, files for students who are approaching the point where they need to be moved to a faculty advisor are tagged;
2. when grades are posted, tagged files undergo this audit process;

3. this form is completed to be sure that the student meets all program requirements before sending forward to the faculty advisor; and
4. students are informed of any problem areas and sign a form indicating that they are aware of the problems (Deborah agreed to share a copy of this form with the Council also).

Marilyn Hale noted the similarities between Deborah's audit form and the CLASS registration form. Marilyn agreed to see if Wanda could be at the next meeting to present on the registration form and how other colleges might get access to this process.

5. Advisement FAQs

This topic was moved to the March meeting.

6. Advisement Updates

Amy congratulated the CHHS Student Services Center on their new bulletin disseminated via WorldMerge.

Amy thanked the COE Student Success Center for sharing their change of major form.

Amy distributed the timeline for the Fall 2007 course registration follow-up process.

7. Topics for Follow-Up

- March 6th meeting— L. Vance & C. Thompson present on their college's majors & how they relate to career options.
- April 10th meeting— D. Kittrell-Mikell & B. Williams present on their college's majors & how they relate to career options.
- May 8th meeting — M. Hale & M. Aviles present on their college's majors & how they relate to career options.

8. For the Good of the Order

Meeting adjourned at 3:55 p.m.

Next Meeting: March 6, 2007, 1 p.m. to 4 p.m., Marvin Pittman Administration Building, President's Conference Room