

Academic Advisement Council
January 11, 2007 Meeting
COST Dean'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: V. Richards, S. Taylor

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

Scott Taylor distributed the Proposed Change of Major Process flowchart, noting the following:

1. form digitalized
2. some fields (e.g., EagleID, major, minor, athlete status, concentration/emphasis) will be automatically populated through interface with Banner
3. form available in My.GeorgiaSouthern, under WINGS, under advisor's menu
4. centers will need to designate one individual as the "accepting" advisor who will be responsible for triaging all change of major requests. "Accepting" advisor needs to be able to handle the initial approval. Coordinators are asked to forward the name of their "accepting" advisor to either Amy Heaston or Candace Griffith by Friday, 1/12/07.
5. denied forms can be reinitiated at a later point in time, as necessary
6. no's have a comment field for an explanation of why the request was denied; this comment is emailed to both the student and the "releasing" advisor
7. a third option of "yes, but" will also be added to accommodate those requests that may indicate a major when a pre-major is needed
8. all forms once approved will update Banner immediately (in real time); update to Data Warehouse will occur nightly
9. process will not be completed until a new advisor is assigned in Banner
10. when final email received by "releasing" advisor that the request was approved, the "releasing" advisor will have 48 hours to have the student's file hand-delivered to the new advisement center (the center will be responsible for ensuring that the student's file is then delivered to the new advisor)
11. coordinators will also need to identify who the person will be for assigning the new advisor and forward this information to either Amy or Candace by Friday, 1/12/07. This can be the same individual as the "accepting" advisor if desired.
12. there will be a prompt on My.GeorgiaSouthern for students to learn about the new change of major process
13. designated "accepting" advisor can grant proxy access to another person to handle change of major requests if "accepting" advisor will be out of the office for an extended period
14. Scott will have the consultant give a demo of the process at the February Academic Advisement Council meeting

Council members expressed an interest in eventually having the form available to new transfer students who need to change their major so that they may request the change of major before getting to SOAR. The same process may also be appropriate for students returning to school after an extended leave of absence.

2. Evaluation of Advisement (Electronic Attachments)

See attached Evidenced-Based Decision-Making for Academic Advisement matrix.

Note: this matrix lists the outcomes and assessments for the global advisement process—university-wide. Each advisement center is also expected to develop a similar matrix for their specific outcomes and assessments for measuring their effectiveness.

In preparation for the February meeting, coordinators are asked to:

1. review the attached matrix and determine if there any additional outcomes that need to be added
2. consider statements that would measure those outcomes
3. be prepared to discuss

In a discussion on the assessment strategies, Council members agreed that they would like to have a student evaluation instrument. Focus groups and the center's self-assessment might function at a second level to illuminate better any problem areas or areas that were unclear from the student evaluations. Peer/collegial assessments were also deemed beneficial.

3. Advisement Updates

Students Not Registered for Spring Data—January 22nd

Coordinators who have not already done so are asked to send their data (on how successful their previous efforts were on calling not registered students) to Amy no later than Monday, 1/22/07.

Advisement Contract for Undeclared Students FYI

Ellen Murkison distributed a draft academic contract that will be implemented for 175 undeclared students who have more than 30 credit hours. Peer advisors will be used to complete the form with the students. As a consequence of the form, some students may be visiting college advisement centers in the last few weeks of January to obtain information on various majors.

SOAR

Debrief January 5th

Vince Miller briefly summarized the SOAR experience and indicated the need to revisit the current format in preparation for the next time. Issues of concern:

1. there needs to be shared responsibility among the advisement centers for the change of major process, and, as much as possible, centers need to be proactive in communicating to students the possibility of completing this process before SOAR
2. January SOAR is the largest for transfer students and will only continue to grow—centers need to be well prepared to accommodate this influx of students (e.g., have a troubleshooting team and person who is able to do overrides in all colleges available at all times)

3. overall evaluation of the session—FAIR; consequently, a task force has been asked to develop recommendations for improving the process and standardizing processes across all college centers (e.g., early advisement; customer friendly; course availability; adequate assistance; communication between coordinators, professional advisors, and faculty). Task force will present recommendations to the Enrollment Management Council at their 2/7/07 meeting. These recommendations will also be shared with Academic Advisement Council at their February meeting.
4. each center is asked to review its specific areas related to SOAR and problem-solve any trouble areas in preparation for the next time
5. **remember, all advisors must be trained in degree evaluation! Velma Burden is available to help in this training.**

Spring 2007

For the Spring 2007, coordinators are asked to think about the following:

Differentiated Advisement

How does your advisement plan differ for freshmen, sophomores, juniors, and seniors to accommodate their different needs and the idea of advisement as a teaching tool?

Early Alerts

As a result of the fall semester, how have you used information on the students' GPAs and number of course withdrawals?

February 19th — Early Registration for Summer 2007 and Fall 2007

RANS will be available January 16, 2007, for the Summer 2007 and Fall 2007

What is the plan for advising students prior to registration beginning? **Note: advisement centers will need to prepare for course registration follow-up.**

February 23rd — Midterm Grades Due

What is your plan for students who receive one or more “U” grades?

What is the plan to disseminate information about withdrawing from classes? **Keep in mind common message. Final message copy distributed at meeting.**

March 5th — Last Day to Withdraw Without Academic Penalty

May 5th — Commencement

As a result of spring semester, how will you use information on the students' GPAs and number of course withdrawals?

4. Topics for Follow-Up

Change of Major Demo

Evaluation of Advisement

Advisement FAQs

5. For the Good of the Order

Meeting adjourned at 4.02 p.m.

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