

Academic Advisement Council
January 7, 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, V. Richards, K. Robinson, C. Thompson, L. Vance, B. Williams, and C. Griffith (Recorder)

Guest: C. Caplinger

1. First Year Experience—Chris Caplinger

- **GSU 1210 to FYE 1220**

Effective beginning Fall 2008, GSU 1210 will be replaced by FYE 1220. The last chance current students will have to take GSU 1210 will be during summer Term A and Term B, although only a few sections will be offered then. Chris asked coordinators to strongly encourage current students who have not yet satisfied this requirement to do so before Fall 2008; otherwise, they will be required to take the FYE 1220 course.

Chris will send coordinators a report showing their currently registered students who have not yet satisfied this requirement. The report will include only those students who have registered as of 1/7/08.

- **Academics 101—What do we want to communicate?**

Chris solicited coordinators help in reviewing the content of the “Your Academic Future” module in WebCT and the Academics 101 information contained on the First Year Experience website. Specifically, he asked that:

1. coordinators take a careful look at the content to be sure that this message is the one we wish to send to new students (what information do students need and how should it be presented);
2. the Academic Advisement Council consider endorsing this effort so that Chris could go back to the FYE 1220 instructors and make this module a mandatory part of the course.

Coordinators were asked to come to the February 11th AAC meeting prepared to respond to the second issue. If the Council agrees to endorse the effort, they will discuss the specific content at the following meeting. Advisors need to think about how this message can be integrated into the first time advisement appointment to make the experience more meaningful.

To review the “Your Academic Future” module in WebCT, go to MyGeorgiaSouthern and use the userid: fyequest with same password.

2. SOAR—January 11, 2008

- **Transfer Students**

- **Early Advisement Update**

As of 1/7/08, there are 422 students registered for the January 11th SOAR, of whom over 80% are transfer students. Overall, the goal is to early advise a minimum of 70% of transfer students and pre-register them for critical courses where appropriate. Since it is expected that the number of transfer students registered for this SOAR will increase during the week, it is important that centers keep pushing to early advise as many of these students as they can. Use this information on the numbers of students early advised to determine course needs for SOAR and communicate these to your associate dean. The associate deans are meeting with

Amy this Wednesday, so if you have updated reports you might wish to send along copies with your associate dean at that time.

Amy asked the coordinators to thank those individuals who were responsible for early transfer advisement.

- **Golden Tickets (due by noon on January 9th to Jody Kemp)**
Council members agreed to email the bulk of the Golden Ticket needs to Jody Kemp by noon on January 9th. Coordinators should email any late early advised students to Jody Kemp with copies to Vince and Amy up through Thursday at 5 p.m. with the understanding that they may or may not receive a Golden Ticket, depending on whether Admissions can process at that point.
- Academic College Session—9:35 a.m. to 10:20 a.m.
Coordinators were reminded that since the January 11th SOAR is a one-day session that the Academic College Sessions are really the academic advisement sessions.
- Academic Advisement
 - Freshmen, 1-1:35 p.m.
 - Transfers, 1:40 p.m.For those transfer students who have been early advised, they will receive their RAN numbers from Admissions and be directed to registration.
- MyGeorgiaSouthern
 - Transfers, 1:10-1:35 p.m.
 - Freshmen, 1:40-2:05 p.m.
- Registration
 - Transfers, 1:40 p.m.
 - Freshmen, 2:10 p.m.Vince noted that they may be short staffed on SOAR leaders on Friday. Therefore, the Council agreed that the SOAR leaders would stay in the hallway to direct students to the MyGeorgiaSouthern session. It was also agreed that the colleges would hold their freshmen in the room until at least 1:35 p.m. before releasing them for the MyGeorgiaSouthern session so that transfer students have time to complete this session first. It was noted that this time with freshmen might be well spent discussing first, second, and third course choices.

Walk-ins will be accepted until 9:30 a.m. on Friday. After that point, those students will be directed to attend mini-SOAR on Monday. Vince will send advisors the number of students to expect at mini-SOAR by late Friday.

A concern was also expressed over the size of some of the rooms for Academic College Sessions. Vince will look into changing the room for the Undeclared Session. He will also be sure that the maximum number of seats allowed are available in each room.

3. Student Success

- Student Athlete Performance in Class
Coaches send faculty inquiries each semester regarding student athlete academic performance. These inquiries are sent electronically and the information is used to determine student athlete progress in classes. However, coaches have not experienced great success in receiving these inquiries back from faculty. Amy asked for the coordinators' suggestions to increase the response rate. Coordinators recommended:

1. that the coaches utilize the survey software owned by the Office of Strategic Research and Analysis which will continue to forward inquiries electronically to the faculty member until it is answered;
 2. that a report of non-responders be sent to department chairs with a request for them to intervene with the faculty member.
- **GPA Alerts**
 Coordinators were asked who followed-up with first-time, full-time freshmen at the end of the fall semester to alert them as to how their GPA might impact their HOPE eligibility. Currently, Financial Aid does not warn students who may be in danger of losing HOPE at the end of the academic year. Ellen indicated that First Year Experience did send a notice to students who received HOPE but had a fall GPA between 2.5 and 3.0. She was able to pull a report from Crystal Reports with this information once Mike Deal granted her access to the HOPE field. Velma will check to see if the other advisors also have access to this HOPE field or can get access. Meanwhile, Ellen will share a copy of the communication sent to students with the Council. All centers are encouraged to make similar contacts in the future.

For at-risk students, those whose GPA falls below 2.0, most centers marked the student's file and sent an email to encourage the student to come in to speak with their advisor about possible needed schedule changes.

- **Key Course Alerts**
 In addition to gateway courses where student failure jeopardizes their ability to progress satisfactorily in the major, coordinators were also asked to consider prerequisite courses—especially those that required a C or better. It was noted that this area is another where advisors can monitor student progress and help them to understand the significance of these key courses. A question was raised whether the Registrar's Office still sends notices to students who fail ENGL 1101. Velma confirmed that the Registrar sent an email to those students on 12/12/07.
- **Messaging**
 Centers were also asked to continue to think about the messages and contacts made with students throughout the academic year. Several centers noted that they do send emails to students to alert them to appropriate career services upcoming events, wish them happy birthday, advise students of scholarship opportunities in addition to the regular advisement and registration messages. Messaging is just one means of making the human connection with students.

4. Professional Development for Professional and Faculty Advisors

- **Advisor Training Website (final recommendations of subcommittee)**
 Ellen thanked Council members for the feedback she received thus far and reported that the content is pretty much finalized. Virginia promised to forward to Ellen by the end of the week the listing of Banner screens. Once Ellen has incorporated this information, she will forward the final training website to the Provost Office where it will be formatted and uploaded to the web with the help of Janet Burns.
- A reminder was made about the WebCT Vista Conversation—January 16th
- Another reminder was given about the NACADA Academic Advising Research Support Grants.

5. Updates

- **Course Registration Follow-Up**
 Course registration follow-up will be held again in March. Amy will be sending the specific dates shortly along with a template to be used in reporting back to her.

- Center Evaluation Report—May 23, 2008
A reminder that evaluation reports for each center will be due May 23, 2008.

6. For the Good of the Order

Marilyn Hale announced that she is up for election as director of region 4 of NACADA and asked fellow Council members who are also NACADA members to vote for her. More information on region 4 is available at http://www.nacada.ksu.edu/Regional_Divisions/region4/leadership.htm.

Meeting adjourned at 2:50 p.m.

Next Meeting: February 11, 2008, 1 p.m. to 4 p.m., Marvin Pittman Administration Building, President's Conference Room

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).