

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

Present: A. Heaston (Chair), V. Burden, C. Caplinger, W. Deal, E. Griffis, D. Kittrell-Mikell, V. Miller, K. Robinson, C. Thompson, L. Vance, B. Williams, and C. Griffith (Recorder)

Guest: C. Boles, O. Edenfield, V. Richards

1. CLASS Registration Form (Wanda Deal)

Wanda Deal distributed the CLASS Advisement Form. This form uses Crystal Reports to report detailed academic information about each advisee.

2. Evaluation of Advisement (EBDM Matrix)

Amy Heaston distributed a draft of the University Student Evaluation Instrument for Academic Advisement. Once finalized, Amy will vet the EBDM plan and the evaluation survey through the Provost. Once approval is given to move forward, the online administration of the form will be investigated (i.e., posting the form on My.GeorgiaSouthern where students will be prompted to complete the survey at least once per academic year). This form is one part of the overall EBDM plan for university-wide advisement assessment. Several coordinators made suggestions to the evaluation instrument. Candace Griffith will revise the form accordingly and email it to the coordinators for one final review.

Individual units are expected to develop their own unique evaluation/assessment instruments as appropriate—specifically the peer/collegial assessments identified in the EBDM matrix. A question was raised whether the Registrar's Office can develop a report to list the DFWs for advisees. **Velma Burden checked, and the report can be generated.**

Amy requested that coordinators email her the efforts being made on behalf of mid-term grades and the follow-up planned for determining how well these efforts worked.

The Council also discussed methods for notifying advisees of the need to make advisement appointments. It was suggested that such a message might be posted on My.GeorgiaSouthern for students. My.GeorgiaSouthern may soon even be able to do college-specific prompting to students.

3. Presentation on COST and COE Majors (Lisa Vance & Chris Thompson)

Lisa Vance distributed a handout that outlined the various career options for each COST major.

Chris Thompson also reported on the COE majors. She noted that the secondary education majors for the most part are now subsumed under the Master of Arts in Teaching (MAT) where students earn their bachelor degree in the subject area. After listing the COE undergraduate majors, Chris noted that job opportunities for teachers are expected to rise 9 to 17%. Students with education degrees also serve as librarians, school psychologists, school counselors, speech pathologists, school administrators, and higher education administrators. She also noted that the education programs require a minimum 2.5 GPA to enter the program, and students are bound by a strict Code of Ethics in Georgia.

4. Advisement FAQs

See attachment.

5. Advisement Updates

Change of Major Follow-Up

Amy noted that the consultant who will be developing the workflow for the change of major process will be in next week. Regarding advisement files, coordinators are asked to sign the requested receipt of file form when advisement files are received as this practice is standard university practice. If coordinators wish to send advisement files via campus mail, they may do so providing the following stipulations are met:

1. Advisement files are sent in a sealed campus envelope and stamped confidential.
2. The file is still expected to reach its intended destination within the 48 hour time period.
3. If the file is lost in the mail, the originating unit is responsible for re-creating the contents of the file.

Course Registration Follow-Up

Following-up on the handout distributed on "Course Registration Follow-Up for Fall 2007" distributed at the February 6th meeting, Amy reported that the registration period has begun for the final group of students. The Registrar's Office will provide a list of students who have not registered no later than 3/8/07. Coordinators are asked to encourage these students to register by 3/23/07. The Registrar's Office will follow-up with a second report of unregistered students by 3/27/07. Following this report, centers will be asked to telephone students to encourage them to register.

SOAR

Vince Miller reported that it is still possible to pre-register students for critical courses even if they have an immunization hold.

Vince asked the Council whether they would be interested in an expanded academic college breakout session. In response to feedback received from prior SOAR sessions, he would like to pull the parents out of this group and provide students with general academic advisement

information in addition to any college message. Parents will receive similar information in another session. He will put parents back together with their students for dinner so that they have the opportunity to speak together before the student actually registers for their courses the following day.

Following-up on Vince's report, Amy requested that all coordinators think about how they would use this extended time and what message would be conveyed to the students. Coordinators were asked to be prepared to discuss this item at the April Academic Advisement Council meeting.

Transfer Advisement

Amy reported that Enrollment Management Council endorsed the recommended policy and procedures for Transfer Early Advisement. A report is being developed to pull admitted transfer students by college, and when it is finalized, Jody Kemp will present it to the Council. In the interim, units should be asking the following questions:

1. How many students have been accepted?
2. How many students have been pre-advised?
3. If the yield is low, how can we improve?

The answers to questions 1-3 needs to be reported to Amy by 4/2/07 with a follow-up given on 4/16/07.

It was also noted that if a transfer student plans to enroll in the summer, but also needs a critical course in the fall, coordinators should pre-register the transfer student for one summer class (even though not critical) just so that they have access to the fall term for pre-registering the critical course.

Finally, Amy distributed the draft letter from the colleges that would be sent to transfer students. Candace will make the suggested revisions and email back out to the group for their use as a template.

Fall Registration Dates

Amy distributed an updated fall registration schedule.

6. Topics for Follow-Up

Advisement FAQs

SOAR—use of additional time in academic college sessions

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

Amy asked the Council members whether they were interested in participating in an advisement training session with Ale Kennedy (the new Human Resources Training and Development Manager). Most units indicated they already have training sessions in place, so an additional session was not needed.

Chris Caplinger asked Velma about the credit hour limitation for academic intervention. Velma will check on and report back. Chris also inquired of the group whether there was interest in having a comment field available to academic advisors in Banner. There appeared to be interest for such a field, so Chris volunteered to follow-up with Velma.

Chris Thompson announced that COE planned to participate in a National Academic Advising Association (NACADA) webinar on “Student Learning Outcomes: Evidence of the Teaching and Learning Components of Academic Advising.” She invited all those interested to attend. The webinar will be held on Wednesday, April 4, 2007, at 2 p.m.

Meeting adjourned at 3:35 p.m.

Next Meeting: April 10, 2007, 1 p.m. to 4 p.m., Marvin Pittman Administration Building, President’s Conference Room