

**Academic Advisement Council**  
**March 10, 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, J. O'Brien, V. Richards, K. Robinson, K. Roughton, C. Thompson, L. Vance, R. Bostic for B. Williams, and C. Griffith (Recorder)

**Guest:** K. Ruhland

## 1. Evaluation

- **Data Gathering (Kristen Ruhland)**

Kristen Ruhland demonstrated running assessment reports from the Data Warehouse directly into Excel. Data Warehouse data dictionaries can be found at the following URL:

[http://services.georgiasouthern.edu/datawarehouse/dwdata\\_dict.html](http://services.georgiasouthern.edu/datawarehouse/dwdata_dict.html).

The centers' annual reports (due in May to the Associate Provost) need to be data driven, not anecdotal. Centers should include in their reports plans to capture additional data during the forthcoming year.

- **Midterm Grades Follow-Up**

COST—calling all students with two or more U grades to schedule an advisement appointment; all students with U grades received an email notification plus a letter sent to the home address; using the mindset survey for the meetings with students; scheduling follow-up meetings with students.

COE—sent emails to all students receiving U grades as well as a letter to the home address; peer advisors calling students to schedule appointments and discussing with the student mindset survey themes.

CLASS—sent email messages to students receiving one to three U grades, inviting them to come in for an appointment; for students receiving four or more U grades, sent email plus a letter to the home address mandating an advisement appointment.

FYE—sent emails to all students receiving U grades, linking the message with scheduling the advisement appointment, if applicable; scheduled appointments.

COBA—sent emails and scheduling appointments using the mindset survey.

CIT—sent emails and letter to home address; scheduling appointments; will be scheduling follow-up meetings with students at least once a month.

CHHS—sent emails inviting students to come in for an appointment to discuss U grade.

- **Course Withdraw Follow-Up (last day to withdraw is March 10<sup>th</sup>)**

Centers were reminded that emails using the agreed upon language should have been sent out. Tracking the number of withdraws is relevant data for the centers to collect.

- **Centers' Updates**

CHHS reported on a new searchable information Excel spreadsheet that helps advisors locate information quickly. They will be glad to share the database if others are interested.

## **2. Summer 2008 and Fall 2008**

- **Enrollment**

Enrollment data for summer and fall 2008 was distributed. Summer 2008 enrollments are up 362 over this time last year, 96% of which are undergraduate enrollments. Overall, summer 2008 enrollment totals 5,564 of which 86% are undergraduates. Advisors were asked to help their associate deans consider course needs for SOAR. Remember to review the waitlists also—these lists can provide useful information on course demand. The first summer SOAR is May 17<sup>th</sup>.

The number of students who have registered for SOAR is also up, although the sessions are still capped at 350 students. The projections for first-time, full-time freshmen have been increased from 2,600 to 2,650.

Fall 2008 enrollment is up 739 over this time last year, and this number does not include first-time, full-time freshmen. Of the 739 enrollment increase, 99% are undergraduates. Fall 2008 enrollment totals 7,420 of which 92% are undergraduate enrollments.

- **Course Registration Follow-Up**

- March 13<sup>th</sup>—report distributed (used March 28<sup>th</sup> as date by which to register)
- April 1<sup>st</sup>—second report distributed. Students are called.
- April 25<sup>th</sup>—final report distributed. Analysis of efforts completed.
- May 12<sup>th</sup>—final report due to Associate Provost.

## **3. Professional Development for Professional and Faculty Advisors**

- Brown Bag, Financial Aid, Friday, March 14<sup>th</sup>, 11:30 a.m. to 1 p.m., RU 2048  
It was noted that this session will provide timely information for SOAR.

## **4. Targeted Enhancements—Advisement**

The Chancellor is utilizing targeted enhancement funding to a greater degree in this year's budget. These funds support special initiatives linked to the University System's strategic plan (<http://www.usg.edu/regents/strategic/>). Targeted enhancement funding is a competitive process where all 35 System institutions can compete for funds.

Funding is allocated for a specified time period. To continue to receive funds, recipients must provide updates on how the funds are being used and what results are being achieved. For the advisement area, Georgia Southern's proposal included the following:

- expand intrusive advisement;
- retain professional advisors;
- provide professional development opportunities; and
- improve efficiency and effectiveness of the basic operations of centers.

## **5. Next Meeting—SOAR Message**

Advisors were asked to come to the April meeting prepared to discuss the following related to this year's SOAR message:

- what were the key messages in the First Year and Advisement sessions last year;
- what were the key messages in the College sessions; and
- where is the most effective place to discuss the core curriculum.

## 6. For the Good of the Order

Vince Miller requested that the University's advisement web page add information on transfer advisement. He also reported on a conference he recently attended where each class was referred to by the year they will graduate to reinforce the four-year graduation message. Vince also noted that we will still need the mini-SOAR for term B (June 23<sup>rd</sup>) and asked if advisors could pre-advise these students to ensure that they get their courses. It was agreed that advisors would do so. Finally, he reported that at a recent conference for SOAR leaders, the Georgia Southern team brought home several awards, including the service award and best in communication.

Lisa Vance announced that on the second day of SOAR there will be a break-out session especially for pre-med and pre-dental students.

Chris Thompson announced a similar break-out session for the Master of Arts in Teaching for all students who think they might like to pursue teaching as a career.

Rashonda Bostic questioned the Registrar's Office transfer link information. Apparently, there are still some schools reflected on the list that are not AACSB-accredited and need to come off. Rashonda will send Velma Burden the names of those schools and Velma will remove them.

Meeting adjourned at 3:45 p.m.

**Next Meeting:** April 14, 2008, 1 p.m. to 4 p.m., Marvin Pittman Administration Building, President's Conference Room

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*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).*