

Academic Advisement Council
Minutes from the March 9, 2009 Meeting
President's Conference Room
Marvin Pittman Administration Building
1 p.m. to 4 p.m.

Present: A. Heaston (Chair), H. Browning, V. Burden, M. Hale, M. Lombardi, V. Miller, E. Murkison, J. O'Brien, V. Richards, K. Robinson, C. Thompson, L. Vance, B. Williams, and C. Griffith (Recorder)

Guest: E. Campbell

SOAR

- Summer 2009
 - Outcomes and Topics; Evaluations

The final summer 2009 SOAR outcomes and topics document, agreed upon at the February Academic Advisement Council meeting, was distributed with the agenda. Council members unanimously approved the outcomes and topics as distributed. Amy noted that the shaded areas reflect the topics that students and/or parents will be asked to evaluate. When the evaluation questions are finalized, they will be shared with the Council.
 - Concise Student Schedule

Amy shared information on how students can print a concise student schedule from WINGS and indicated that this will be the schedule printed by students at SOAR. The concise student schedule will print the student's registration (including meeting times and building/room assignments) all on one page.
 - Student-Athletes

Matt Lombardi will share a list of student-athletes by SOAR session with the advisement coordinators, including the student's major and sport. Amy also asked whether it would be feasible to have a Student-Athlete Services representative on hand at registration during those SOARs to help with registration questions. Matt will send the name of the representative attending each (student-athlete identified) SOAR to Amy in advance. The coordinators also requested that the most recent practice schedule be emailed to them.
 - Binder

Admissions is still finalizing the binder, but Erin will send the final version to Amy to share with the coordinators.
- COM (Change of Major) Process—Ellen Murkison

Ellen suggested that it would be helpful to provide instructions for those individuals manning the COM table at each SOAR. The Council nominated the following individuals to draft procedures and instructions for each type of SOAR to be discussed at the April Council meeting: Ellen Murkison, Marilyn Hale, Lisa Vance, Bobbie Williams, Kim Robinson, and Chris Thompson. Erin Campbell volunteered to ensure that the instructions are placed at the COM table at each SOAR.

Additionally, Ellen raised a concern regarding transfer students who wish to change their majors after the college session at the one-day SOARs. In the past, these students have been instructed to go to the advisement session for the new major, and those advisement centers have worked up an entirely new advisement packet for the student. The problem is that not only are units doing dual work, but the unit housing the old major does not know what happened to the student when they fail to show up for advisement. After a lengthy discussion, the following procedure was agreed upon:

1. All college sessions will begin their session by calling roll and identifying those students who have not completed the appropriate COM paperwork.
2. Students requiring COM processing will be walked to the COM station by a college representative.
3. The COM station will be staffed by one representative from each college. At this station, students wishing to change their majors will be processed and advisement folders exchanged between colleges.
4. By exchanging advisement folders, the colleges alleviate the need for Admissions to print Green Sheets to identify students wishing to change their major. Admissions will also discontinue printing the degree evaluations for each student as the colleges print their own. Admissions agreed to provide the COM station with a list of no-shows for that SOAR.
5. The COM station will be located at the concession stand.

Coordinators also discussed how transfer students who have been early advised for one major should be handled if they decide to change their major at SOAR. In the past, these students had been instructed to go directly to registration if they had their RANs. It was agreed that the language used regarding early advised transfer students will be amended not to base registration strictly on issuance of the RAN, but rather indicate that students who have already been advised in their correct major are ready to proceed to registration. Admissions will look at using a different coding process for transfer students not early advised.

- International Student Orientation and Registration
 - Thursday, August 13th OR Friday, August 14th
International Studies has inquired about the date for their SOAR session. In the discussion, it became clear that International Studies has not contacted Admissions yet, and it is unknown whether they have incorporated the feedback regarding the last session. (Feedback noted below.)

International SOAR—August 2008 Feedback

- Code these students separately to keep them separate from the SOAR X students.
- Continuous information sharing (as students are added) with the advisement coordinators needed by college and major.
- All International Studies staff need to be present. Need more help in the registration area.
- It would be a tremendous help if International Studies could verify each student's registration and confirm with advisement coordinators.
- It would also be helpful if International Studies could give a presentation on what expectations advisors should have for this session.
- It was generally agreed that advisement and registration could be held in the morning session rather than stretch it out a full day. (Collapse into one time block so coordinators are not blocked out for two separate times during the day.)
- Share a testing schedule with advisement coordinators in advance.

Vince Miller volunteered to meet with International Studies and present the feedback. Council members agreed that August 14th would be the better date. Student-Athlete Services was also asked to have a representative on hand at registration during this SOAR.

Advisement

- Enrollment

Amy shared the latest enrollment figures as of February 26, 2009. Summer numbers do not include 400 to 500 projected EIP students nor do they include Georgia OnMyLine students. For fall, coordinators were asked to plan on 2600 first-time, full-time freshmen.

A question was raised concerning course registration follow-up and what date centers should give to students as the date by which to register. **Centers should be requesting students to register by March 27, 2009.**

Finally, it was noted that students requesting permission to be transient students should be advised of the online core curriculum courses now available during summer term:

- ANTH 1102
- CISM 1110/1120 (requires face-to-face meetings first week and exams)
- ECON 2105 (full)
- HLTH 1520
- MUSC 1100
- POLS 1101
- PSYC 1101
- SOCI 1101

Spring 2009 Enrollment (as of 2/26/09)	
UG—14,214 (85%)	
G—2,337 (14%)	Total: 16,719
PB—168 (1%)	Up by 826
Summer 2009 Enrollment (as of 3/9/09)	
UG—6,801	
G—1,200	Total: 8,074
PB--73	Down by 148
Fall 2009 Enrollment (as of 3/9/09)	
UG—7,332 (92%)	
G—576 (7%)	Total: 7,951
PB--43	Up by 487

- Student-Athlete Advisement

The Council agreed to discontinue the special Student-Athlete Advisement Session and agreed to the following plan:

1. Each advisement unit will develop its own college plan for addressing this special population and share this one-page summary with both Matt Lombardi and Amy.
2. Advisors agreed to address any problems arising with student athletes directly with Matt. Students will not be sent back to speak with their coaches regarding advisement or registration issues. No student athlete will be advised that he or she cannot be a certain major because of their sport's practice or competition schedule. Advisors in consultation with Matt will develop appropriate work-arounds for these issues.

3. To help identify potential problem areas in advance, each center will develop a four-year plan of study for each student-athlete. These four-year plans of study will be shared with Matt.
4. Since the advisement centers are focused primarily on the first two years of the student athlete's academic career, the plan needs to include how information is coordinated within the college so that faculty advisors are knowledgeable about four-year plans of study developed for student athletes and any work-arounds that may have been negotiated in advance. It was suggested that advisors may wish to utilize a similar program of study as that used by ROTC.
5. Centers will also send Ellen Murkison a list of potential problem areas for student athletes in each major so that she can help troubleshoot some of these problems in the first year or two for undeclared student athletes leaning toward a specific major.
6. Matt will provide each center with a list of student athletes, identifying those on scholarship.

It was suggested that one week be designated as early advisement for all special populations. Coordinators were asked to look at their schedules and come back to the April meeting prepared to suggest some dates. It was noted, however, that while these dates could apply to the centers, faculty will not be mandated to early advise special populations at this same time. Information should be shared with faculty advisors to apprise them of what is happening with early advisement in the centers as well as the early registration date for student special populations.

- Advisement Messages—Marilyn Hale
Marilyn shared draft messages for the parent newsletter regarding advisement. Coordinators were asked to read through these messages and come to the April meeting prepared to discuss. Also ideas are solicited for the May newsletter (e.g., summer enrollment). Any edits should be sent directly to Marilyn. It was also noted that coordinators may wish to consider placing similar messages in the residents' hall newsletter—Twirl.
- Spring Registration Times—Velma Burden
Velma reported that registration in spring 2010 can start on March 1st, delaying registration one week as requested at the last Council meeting.
- Early Alert Interventions—Heath Browning
Heath distributed his summary report reflecting the early alert interventions to date. Coordinators asked that he include students' phone numbers on the reports that he sends out to the colleges. Amy noted that both the deans and the associate deans have been asked to encourage their faculty to use the early alert/midterm grade system sooner rather than later so that the centers have more time to contact students who have received U grades. Amy also noted that My.GeorgiaSouthern will be adding a parent portal which will provide another venue for providing information regarding the early alert/midterm grade system.
- Deans' Council Presentation
All colleges wished to be represented at the presentation to Deans' Council.

Professional Development

- Thursday, March 26, 2009, NACADA Webinar: *Making the Grade: What Advisors and Administrators Need to Know to Better Assist Students with Disabilities* (COE 2150, 2 p.m.)
- Tuesday, April 21, 2009, Brown Bag Luncheon, Facilitator: Wayne Akins (Student Disability Center), Russell Union 2047, 11:30 a.m. to 1 p.m.

For the Good of the Order

The meeting was adjourned at 4:10 p.m.

Next Meeting: Monday, April 20, 2009, President's Conference Room, Marvin Pittman Administration Building, 1 p.m. to 4 p.m.

Can I request an addendum to the minutes to include the following clarifying information?

1. SOAR Prep: Admissions will no longer be printing degree evaluations for transfer students attending SOAR. Evaluations are currently being printed by each of the advising centers in preparing for the student's advising session. Golden tickets completed after the turn-in deadline will be handed to the student, by the advisor, at their Advisement in the First Year meeting. The student will then be instructed to obtain a yellow sticker from the SOAR Help Desk.
2. SOAR Check-in: Admissions will print degree evaluations for any student who checks in through the Walk-in line and hold the evaluations to give to the advising reps at the COM meeting. Admissions will also provide a list of no-shows at the COM meeting.
3. SOAR Advisement: For one day sessions, only those students who have been early advised (golden ticket) and Learning Support will receive a yellow sticker. Yellow sticker students will attend MyGeorgiaSouthern session first. All non early advised students (freshman and transfer) will receive a blue sticker. Blue sticker students will be advised first. Advising rooms will accommodate the different student types by dedicating certain advisors to work with the transfer population and others to work with the freshmen in the same advising time.

Thanks
Vince Miller