

**Academic Advisement Council**  
**May 5, 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, P. Smith for V. Richards, K. Robinson, K. Roughton, C. Thompson, L. Vance, B. Williams, and C. Griffith (Recorder)

**Guest:** C. Caplinger

### **1. FYE 1220 (Chris Caplinger)**

Chris Caplinger distributed [FYE 1220 Sections for Fall 2008 as of May 5, 2008](#). FYE 1220 seminars are organized thematically. Chris will be communicating with students prior to their arrival at SOAR asking students to be thinking about which themes may be of interest to them. (The message will include a URL that links to a roster of FYE 1220 seminars by course section number and by college with a brief explanation of each theme.) There are 115 sections scheduled so far; it is anticipated that there will be 132 sections total. Class sizes are still limited to 22 students each (18 students for honors sections).

Chris recommended that after registering for critical courses students be encouraged to register for their FYE 1220 course next based on thematic selection. Students will be apprised that they cannot withdraw from FYE 1220, although they can, of course, add/drop. There is still a need for people to teach the extended orientation piece of FYE 1220, so if anyone is interested, please contact Chris.

### **2. Student Athletes (Keith Roughton)**

Keith distributed three handouts:

- [The Numbers Game—Athletes](#)
- [Student—Athletes Important Facts](#)
- [NCAA Eligibility Requirements](#)

This information has not changed from last year. Keith noted that Student Athletics places drop holds on the records of all student athletes to ensure that they do not drop any classes. They can add classes, though, without having to see Keith.

Practice times vary by sport. Softball, baseball, and both soccer's generally start around 2 p.m. Basketball is flexible with the coaches waiting for the students to register before determining the best times. Volleyball is usually mid- to late-afternoon. Football has not yet been determined, but the coach would like the 1 to 5 p.m. time slot. Keith will let coordinators know as soon as the coach has determined his practice time. It was noted that 28 of the 32 incoming football players are taking summer classes which should help. Any incoming freshmen who will be taking summer classes and cannot make the May 17<sup>th</sup> SOAR will be scheduled for SOAR C. Vince will send coordinators the names of any students who will be enrolling in Term B. These students will need to be early advised for summer courses. At SOAR C, they will be advised and register for fall courses.

It was requested that Keith provide the names of these student athletes to the advisement centers in advance of SOAR so that these students can be advised and registered first, ensuring that they get the course sections they need to accommodate practice schedules in the fall. This roster will be coming this week.

Finally, coordinators were reminded that athletes need to enroll for 25 semester hours per year (including the summer). Athletes should be registering for 15 credit hours each semester.

### 3. SOAR

- Progress with Updated Message  
Coordinators were reminded that their messages should be finalized and ready by SOAR A. SOAR A is for our high-ability students so it is important that our presentations are polished for this group.

SOAR Sign-Ups as of 5/5/08	
M=109	A=325
L (EIP)=N/A	B=323
W=157	C=305
Z=84	D=324
X=8*	E=325
	F=183
*Advertised after	G=141
July 14th	H=96

College Session	Advisement & the First Year	Advisement (Day 2)	Conversations with Professors
<ul style="list-style-type: none"> <li>• Welcome (emphasizing <b>Class of 2012</b>)</li> <li>• Organizational structure of college/university</li> <li>• The college learning experience               <ul style="list-style-type: none"> <li>• Getting to know your professors</li> <li>• The First Year Seminar discussion</li> <li>• Getting involved in your college (e.g., student organizations, honor societies, undergraduate research)</li> </ul> </li> <li>• Academic support provided by the college to ensure your success (e.g., midterm grade follow-up)</li> <li>• What college graduates are doing now</li> </ul>	<ul style="list-style-type: none"> <li>• Building a schedule intentionally               <ul style="list-style-type: none"> <li>• Time to degree</li> <li>• 15-16 credit hour course load</li> <li>• Summer enrollment</li> <li>• Core curriculum</li> </ul> </li> <li>• Day 2 expectations</li> </ul> <p>(This information could be presented organizationally around the advisement syllabus.)</p>	<ul style="list-style-type: none"> <li>• House-keeping</li> <li>• Follow-up advisement reports</li> <li>• Regents Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Expectations</li> <li>• Syllabus</li> <li>• First Week               <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Day Drop Policy</li> </ul> </li> </ul>

- International Baccalaureate (handout)
  - USG Policy
  - Standard Level Exams, scores of 5 or higher
  - Higher Level Exams, scores of 4 or higher
  - Total may not exceed 24 credits
  - <http://www.ibo.org/> or <http://admissions.georgiasouthern.edu/creditbyexam.htm>

Information was disseminated on the Board of Regents policy change regarding the international baccalaureate (effective immediately) and course equivalency information (which will soon be posted on the admissions web site at the above link). Velma will notify coordinators when this information is available.

- SOAR (Vince Miller)  
Vince noted that SOAR M is for incoming students who will also be taking summer classes in either Term A or Term B. Students who cannot make this session are being directed to SOAR C rather than mini-SOAR K. Vince will send coordinators the names of any students re-directed to SOAR C who will be enrolling in Term B. These students will need to be early advised for summer courses. Keith reminded coordinators that athletes need to be registered for 6 credit hours during the summer.

All transfer students will be at SOAR M. Only transfer students have been early advised—a 92% early advisement success rate!

Vince indicated that he will be sending a list of SOAR leaders to the advisement centers shortly. He strongly urged centers to utilize these students. If you do not have a need for one of the leaders, please let Vince know so that he can reassign them.

SOAR A cap has been raised to 350 students to squeeze as many high ability students into this session as possible. Coordinators were reminded about the importance of checking out technology in advance of SOAR A to ensure everything works properly. Vince also encouraged centers to have a tech person on site in case there are any problems. Any sessions held in the Russell Union will have a tech person provided to them. Please make sure the room is picked-up and clean before each session as well. It was noted that this might be a good task for one of the SOAR leaders.

Vince will be emailing out the SOAR schedules shortly. There are three schedules in total: SOAR A; SOAR B-H; and SOAR L (EIP).

Coordinators were reminded that the only academic message that students will hear is that presented in the college sessions. No other sessions will be covering this information. These messages should be positive, upbeat, and passionate about education/major.

Vince called for volunteers for the change of major table at SOAR. Amy volunteered to collect this information for Vince if he will send her the times and locations needed. For the EIP and X sessions, there should be four people manning the station rather than two. Coordinators were asked to have an individual tasked with helping students who decide to change their major between day 1 and 2. SOAR leaders could facilitate this process by getting the students started on the paperwork. Vince will also identify a SOAR leader to pick up the change of major forms and distribute the copies appropriately.

Vince will share with the coordinators the copies of emails being sent to students and parents from Admissions as well as the presentations by Georj Lewis and Todd Deal.

#### Questions:

FYE requested that Steve Engel provide them with copies of the honors sections for SOAR A.

A question was raised regarding AP credit and ENGL 1101 & 1102. Amy will follow-up with Olivia Edenfield to see how she would like to handle this issue. In the past, students who anticipated receiving AP credit were placed into ENGL 1101 or 1102 based upon the self-reported score. However, centers need to follow-up once the score is received. It was suggested that centers keep a list of students placed in ENGL 1102 who self-reported their score to go back and verify that the student is enrolled in the correct class.

Bobbie Williams volunteered to share the form COBA uses to track AP scores and course placements.

A similar issue was discussed regarding math placements. Lisa will be sharing with the group the recommended math placements. Centers can remove pre-requisite holds to accommodate AP placements, but need to notify Lisa Vance of who these students are.

This year, there will also be a combined section of ENGL 1101 & 1102..

Vince was asked to provide coordinators with a list of SOAR “no shows” so that transfer students can be dropped from any pre-registered courses, and centers can correct records regarding their active students.

It was suggested that someone from Nancy Shumaker's office be on hand during SOAR X to help with the international students. Vince noted that he is working with International Studies on their orientation for international students. He will request that time be allotted for these students to meet with their advisors before SOAR.

Chris Thompson reported that COE will be hosting the Georgia Southern students from Dublin on campus May 14<sup>th</sup>.

Finally, it was noted that there will not be a SOAR notebook produced this year. Most, if not all, of this material has now been uploaded to the web (<http://academics.georgiasouthern.edu/advisement/>).

## 4. Evaluation

- Professional Development
  - NACADA Webinars
    - Coordinators were asked if they found the NACADA webinars helpful and unanimously reported that they did along with the follow-up discussion session held afterwards.
    - NACADA has released the fall 2008 schedule for NACADA webinars.

### NACADA FALL 2008 WEBINAR SCHEDULE

August 12<sup>th</sup>—Save Time and Energy: Utilize Existing Resources for Advisor Training and Development

September 18<sup>th</sup>—Proactively Planning for a Career in Academic Advising

November 6<sup>th</sup>—Significant Conversations: The Art and Science of Communication in Transformational Advising

December 12<sup>th</sup>—Infusing Research into Practice: Multiple Pathways to Conducting Research in Advising

Please let Candace know of your preference by May 30<sup>th</sup>!

- Brown Bags
  - Advisors liked the idea of using the Brown Bags to discuss short articles and reflect. Other topics suggested were as follows:
    - A session on student athletes
    - A joint session to re-visit any changes in Financial Aid and the Academic Success Center
    - A session on the Student Disability Center
    - A session with Georj Lewis and Patrice Buckner
    - A discussion of helping students returning to school after service in Iraq
    - A discussion of students returning to college as a consequence of economic impetus
- Course Registration Follow-Up (handout)
  - **Final Report due May 12<sup>th</sup>**
    - It was noted that centers successfully converted 51% of unregistered students to registered status.
- Summer Enrollment—8 or more credit hours
  - Amy summarized the centers' reports. There is an issue with many courses be offered only in Term A. A number of students reported needing all of these classes to graduate which merits

further investigation to discover why students are being placed in this position. It was also noted that faculty advisors may need to be reminded of the summer registration limits when advising students. It may help to send this message also out to students before summer registration.

As a follow-up, it was asked whether the Registrar's Office could provide a report of any student initially registered for 8 or more summer credit hours who drops one or more courses after the withdrawal period. Velma will follow-up on this request.

- Fall Enrollment—less than 12 credit hours  
Coordinators have been continuing to work with these students to secure full course loads.
- Transfer Early Advisement Reports
  - **May 16<sup>th</sup>—SOAR M—Progress to Date—SUCCESS!!**
  - **May 30<sup>th</sup> and June 23<sup>rd</sup>—SOAR W**
  - **July 2<sup>nd</sup> and July 17<sup>th</sup>—SOAR Z**
  - **August 1<sup>st</sup> and August 15<sup>th</sup>—SOAR X**
- Annual Report—**May 23<sup>rd</sup>**  
Amy provided a reminder that annual reports for the advisement centers are due to her by May 23<sup>rd</sup>.

## 5. Communications with Students

- Post-SOAR  
FYE will be sending some post-SOAR communications to students on expectations and Conversations with Professors. Centers were encouraged to think about appropriate messages that they should be sending as well—particularly between July 14<sup>th</sup> and the start of classes. It was suggested that a common framework be drafted for targeted sending on My.GeorgiaSouthern. The Provost Office will draft some language for the Council's consideration using COE's registration tips and adding:
  - Reminder to check schedules the second week of classes for the Regents exam
  - Reminder about Conversations with Professors
  - Attendance First Day of Classes Policy
  - Advisement dates, registration dates, last day to withdraw
  - Notice that emails will be sent to students who do not register on time (COE will share their sample emails with coordinators)This draft framework will be discussed at the first meeting of the Council in the fall.
- Registration Email
  - Reminder of what full-time means
  - Importance of early registration
  - Process for addressing registration errors

## 6. For the Good of the Order

*CONGRATULATIONS* to Kristen Ruhland, awarded the 2008 NACADA Outstanding Advisor Certificate of Merit!

Ellen Murkison and Chris Thompson reported that their proposal was accepted for presentation at the Georgia Tech Best Practices Meeting (<http://www.gtaan.gatech.edu/bp2008/index.php>).

COE also had a proposal on differentiated advisement accepted at the Georgia Tech Best Practices Meeting (<http://www.gtaan.gatech.edu/bp2008/index.php>).

Ellen's proposal on major exploration was accepted for the 2008 NACADA national conference (<http://www.nacada.ksu.edu/AnnualConf/2008/index.htm>).

Amy will follow-up with Tifani Pool regarding scheduling a My.GeorgiaSouthern session training on the student view in My.GeorgiaSouthern.

Meeting adjourned at 3:40 p.m.

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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).*