

Academic Advisement Council
Minutes from the May 4, 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)

Guests: E. Campbell, C. Caplinger

SOAR

- Summer 2009

- Freshmen and EIP

Chris Caplinger spoke about the efforts undertaken to encourage first-year students to be more proactive about selecting an appropriate First Year Seminar section based upon theme. This year, separate emails will be sent to both first-year students and to their parents which will reference the First Year Seminar worksheet students should complete prior to their advisement session. Advisors were asked to reference this worksheet on Day 1 of SOAR and require students to bring back on Day 2 of SOAR.

Chris requested that advisors send him any feedback to the two draft emails by noon tomorrow, Tuesday, May 5th.

- SOAR M

- Transfer Early Advisement—Report 1

Amy distributed a summary report of transfer early advisement. As of May 1, 83% of transfer students attending SOAR M have been early advised and pre-registered for critical courses. Centers were asked to have a plan for early advising any transfer students who may register for SOAR M over the next two weeks— especially if staff are scheduled to be out of the office.

SOAR M—May 16, 2009 (as of 5/4/09)	
COBA—17	COE—17
CIT—6	CHHS—31
CLASS—19	COST—12
FYE—11	
Total=113	
TR—76 (67%)	
FR—37 (33%)	

- Freshmen

For freshmen attending SOAR M, advisors need to look carefully at courses still available in Term B and pre-register students for any critical courses that they may need for their major (up to one course). It was noted that advisors need to have this population converted before being able to pre-register. Vince will find out by the end of the week when these students will be converted and let the advisors know.

Golden Tickets for SOAR M are due to Kevin Chambers by noon on Wednesday, May 13th.

Any late Golden Tickets should be distributed to students at the Academic College Session at SOAR.

Students will now be completing their FERPA information electronically. They will receive an electronic message prior to registration and will need to address this message before being able to register. Advisors will be able to access this information via Faculty/Staff WINGS.

A question was asked regarding how the other centers are utilizing their SOAR leaders. Responses included the following:

- Manage the distribution and collection of clickers
- Assist in the presentation
- Review final tips with students in small groups
- Assist with the jeopardy game
- Give out RANs
- Organize students into smaller groups to meet with advisors

A follow-up question concerned whether any centers planned on conducting a skit during their academic college session. One center is but is making an effort to have it be more interactive and engaging.

- COM Station
Virginia Richards will forward the change of major schedule to the group by the end of the week.
- International Student Orientation and Registration
 - Friday, August 14th

Advisement

- Enrollment
Amy provided the enrollment numbers, noting that the summer number does not include EIP students. The fall number excludes all first-time freshmen.
- Interventions
 - Course Registration Follow-Up
Saw a 47% decrease in the number of students not registered for fall 2009.
 - Registered for <12 Hours Follow-Up
The possibility of having the college associate dean send an email or letter to these students before advisors begin to contact them was discussed.
A template email will be drafted and shared with the Council for their consideration. Centers will provide a report to Amy due June 1st.

Spring 2009 Enrollment (as of 3/17/09)	
UG—14,214 (85%)	
G—2,337 (14%)	Total: 16,730
PB—168 (1%)	Up by 826
Summer 2009 Enrollment (as of 5/4/09)	
UG—7,960 (81%)	
G—1,745 (18%)	Total: 9,802
PB—94 (1%)	Up by 1,472
Fall 2009 Enrollment (as of 5/4/09)	
UG—10,564 (90%)	
G—1084 (9%)	Total: 11,713
PB—33 (1%)	Up by 331

Amy noted that all students in good standing who are completing their first year of college will receive a letter from the President congratulating them on their success and providing tips for continued success in their second year.

- Student-Athlete Advisement
A reminder was given for centers to forward to Matt the semester advisement registration forms for all student athletes when completed. It was also suggested that centers include a notation regarding any classes that may conflict with practice times and why it is necessary to schedule that class anyway. Matt agreed to send to advisors the fall 2009 practice schedules.

Matt Lombardi also reported on the APR (NCAA progress ratings for athletics). Significant gains have been made since the ratings were first announced. Only two teams remain below the 4 year average of 925 (out of a possible 1,000 score). Those two teams are men’s basketball and football.

- Parent Newsletter (Marilyn Hale)
All Council members agreed that the contributions to the Parent Newsletter are ready to be submitted to Admissions. Marilyn will send a copy to Candace to be distributed with the minutes and a copy to Vince.
- CollegeSource.org
CollegeSource.org will not be picked up by the Library. The Provost has agreed to cover the cost of this resource for the advisement centers.

Assessment and Evaluation

- University Survey Results
Results of the university-wide survey instrument were distributed for discussion at the August 10th AAC meeting. Advisors were asked to consider any modifications which might be made to the next administration of the survey.
- Academic Advisement Annual Evaluation Report due May 22nd

For the Good of the Order

- Amy thanked advisors for their April presentation to the Academic Advisory Council and commented on how well received their presentation was. Specifically, individuals commented on the level of professionalism and success. Lisa Vance and Chris Caplinger will be reporting at President's Cabinet this week.
- 2009 NACADA Outstanding Advising Award given to Brian Koehler
- Upcoming Reports
 - Students Not Registered for Fall 2009 Report due May 11th
 - Final SOAR M Early Advisement Report due May 15th
 - AY 2009-2010 Proposed AAC Meeting Dates
- Lisa Vance distributed the first COST newsletter emailed to all COST students.
- A question was asked whether centers could have access to place holds on RANs. Velma will inquire and discuss with Mike Deal and Amy. If access were granted to the centers, protocols would need to be developed for when holds could be placed on a student's record.
- Ellen distributed the final mock-up of the Your Academic Future module assignment for FYE 1220. She requested that any feedback be emailed to her by Friday, May 8th.
- Chris Thompson distributed the Change of Major Procedures also asking for any final feedback by the end of this week.

The meeting was adjourned at 2:45 p.m.

Next Meeting: August 10, 2009, 1 p.m. to 4 p.m.