

Academic Advisement Council
November 9, 2006
1:00pm
Marvin Pittman Administration Building, President's Conference Room
Agenda

Those attending: Chris Caplinger, Eileen Griffis, Maria Aviles, Velma Burden, Chris Thompson, Susan Davies, Marilyn Hale, Virginia Richards, Deborah Kittrell-Mikell, Carolyn Boles, Veronica Jones, Amy Heaston, and Dianne McCallum as recorder.

1. Our Message (Handout from 10/12 Meeting)
2. Course Registration Follow-Up
 - Implications of Data Majority of students register by the third week of the registration period
 - Registration Report will be run on Monday, 11/13 – Report will not include seniors who are graduating.
 - Follow-Up Plan 1) Send general e-mail reminding all students to register
- 2) Letters signed by the Deans will be sent (letter template provided).
- 3) Report will be rerun on 11/28.
- 4) Calls will be made to students who still have not registered (handout on making calls)
A targeted message will be sent to students via mygeorgiasouthern.edu. Advisement centers need to collect data on efforts
3. Degree Evaluation
 - Recommendation: Use with Change of Major Request
 - Steps to Follow
 - Petition for Academic Exception

Lengthy discussion regarding the use of the degree evaluation tool. It became evident through the discussion that there are issues related to the change of major process and the amount of interaction with a student prior to changing a major. Area will be discussed at the next meeting.
4. Midterm Progress Report/Early Alert System
 - Common Message to Students
 - Strategies for Mandatory Meetings

Will bring this discussion to next meeting due to time
5. Advisement Updates
 - Early Advisement of transfer students
 - √Contact Person Each unit needs to identify who will coordinate process. Names should be sent to Vince Miller and Amy Heaston by Thanksgiving break.
 - √Monitoring Plan Send your unit's monitoring plan to Amy Heaston
 - University Advisement Sign-Up System Update

See hand-out. Please provide feedback to Candace Griffith.
6. Topics for Follow-Up
 - Change of major – will lead off with this issue at December meeting
 - SOAR
 - Mid-Term progress report

Discussion Points
1. Communication
2. Consistency
3. Commitment

- Evaluation (Handout from 10/12 Meeting)

- SOAR

- FAQs for Advisement

7. For the Good of the Order

Chris Caplinger – see hand-out given – e-mail Chris any feed-back by 12/4/06 –needs before EMC

Velma – students registering for summer '07 – available until grades go out for spring – complete survey courses wanted during summer – student can only respond 1 time - helps to determine courses offered during the summer

Susan Davies – hand-out 2007 SOAR schedule

Marilyn Hale – Academic Advisement web-site making more user friendly – update form for early URL not changing – just looks different - hopefully will be available early December

Next Meeting: December 14, 2006, 1:00pm, MP Admin Bldg., President's Conference Room