

**Academic Advisement Council
Minutes from the November 2, 2009 Meeting
President's Conference Room
Marvin Pittman Administration Building
1 to 4 p.m.**

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

Advisement

•Enrollment

- Final Fall 2009—**19,086**
 - *Undergraduate = 16,305 (85%)
 - *Graduate = 2,600 (14%)
 - *Post-Bac = 181 (1%)

- Spring 2010 as of 11/2—**8,838 (+802)**
 - *Undergraduate = 7,780 (88%)
 - *Graduate = 965 (11%)
 - *Post-Bac = 93 (1%)

- Summer 2010 as of 11/2—**2,515 (+78)**
 - *Undergraduate = 2,159 (86%)
 - *Graduate = 328 (13%)
 - *Post-Bac = 93 (1%)

Advisors should push summer registration so that students register earlier rather than later as that will facilitate planning for summer course needs.

- Fall 2010 Projections
 - *Freshmen = 2,900
 - *Transfers = 1,000 (FRTR=150; TR=750; EAGATR=100)
 - *EIP = 500

Freshmen=3,550
Other Transfers=850
Total=4,400

Projected freshmen to sophomore retention rate is 82%.

•SOAR S

- As of 11/2, 68 students registered (TR=50; FR=17; MS=1)

- DSS report of 11/2 indicates the following:

- *First Time Freshmen
 - √Regular Accepts = 103
 - √Limited Accepts = 16
 - √Under Review = 8
 - √Incomplete = 187
- *Transfers
 - √Regular Accepts = 227
 - √Limited Accepts = 3
 - √Under Review = 19
 - √Incomplete = 293

Total = 314

Total = 542

Spring 2009
FR = 94 (19%)
TR = 375 (76%)
MS = 26 (5%)
Total = 495

→First Transfer Advisement Report due December 7

Coordinators need to check SOAR reports regularly as students can register for SOAR S right up until the day before SOAR S.

- Transfer Advisement Ad-Hoc Committee Report

- Virginia Richards (chair), Velma Burden, Marilyn Hale, Bobbie Williams

- Task: To investigate how to better utilize current systems in place to assist with transfer advisement (i.e., Degree Evaluation); to develop electronic folder system; and to develop “Expectations for SOAR” material for website

Virginia Richards reported on the ad-hoc committee’s recommendations, and Council members acted upon them as follows.

1. Amy will ask Pam Deal to work (with Ted Williams) to correct the Attributes feature in Degree Evaluation to make this tool more useful for advisors.
2. Coordinators agreed to scan their completed curriculum check sheets used in early advisement and email them to the student to confirm and reinforce the advisement process. For SOAR S, the cut-off date for scanning curriculum check sheets is December 23rd. At a future AAC meeting, cut-off dates will be set for the summer SOAR sessions.
3. It was agreed that the current system for delivering files is working as is. It is not feasible to move to an electronic file sharing system at this time.
4. The Council agreed to the recommended changes in the Admissions’ letter to transfer students and made additional suggestions to clarify which SOAR sessions transfer students do need to attend.
5. College transfer letters for Hobson’s Connect are due to Sarah Smith on Friday, November 13th.
6. Ellen Murkison agreed to share her Golden Ticket form with Council members.
7. Council members accepted the recommended changes to the university transfer advisement website. Virginia Richards will send an electronic copy of the changes to Candace. A question was raised concerning whether the degree evaluation language needed to be tweaked. In reviewing the website, it was determined that degree evaluation language needed to be added. Amy will draft some language for posting on the web.

- Interventions

- Early Alert/Midterm Grades Data (attached to agenda)

- The percentage of “U” grades is down slightly from last year (from 21.3% of total in fall 2008 to 20.9% of total in fall 2009).

- Withdraw Data (attached to agenda)

- The percentage of withdrawals is down from 2008 and 2007.

- Amy indicated that additional data were emailed to the coordinators that displayed withdrawals by college and major. Coordinators should review these data, share and discuss the data with their associate dean, and discuss the data within their units.

- Course Registration Follow-Up

- *E-Mail reminder to register if has not already - week of November 9

- *Letter to Home sent by November 17 (register by November 30)

- *Telephone Follow-up week of November 30

- *Final Course Registration Report due December 14**

- Coordinators were reminded that the course registration reports are now available in Business Objects. Emails will no longer be sent with this information.

- HOPE communication sent December 18

A question was raised regarding students associated with the Addiction Recovery Center. Apparently, priority registration status was negotiated on their behalf with the Student Disability Resource Center,

bypassing the Enrollment Management Council. Velma will inform Mike Deal and follow-up to make sure the correct procedures are followed.

Another concern was raised regarding the Student Disability Resource Center's registration verification form. It was agreed earlier that the college registration forms could substitute for the Center's form, but students are not always aware of this fact. Ellen Murkison will forward an email from the Center that she received to Amy for following-up with Wayne Akins.

There was a discussion of the student athlete advisement sessions also. Overall, it was felt that the new format was working well. Matt Lombardi indicated that the reports showing which students did not show up for their advisement appointments were helpful in allowing him to follow-up with the students.

- **Advisement Portfolios**

Chris Thompson presented information gleaned from a workshop in San Antonio. The purpose of advisement portfolios is threefold:

1. to reinforce advisement as teaching;
2. to identify advisement learning goals; and
3. to document the advisement that has occurred with students.

Advisement portfolios are reflective tools that demonstrate the student's growth over time and includes activities outside of the advisement appointment (i.e., advisement, classroom, outside of classroom activities). Portfolios could be done electronically. Results could be used in assessment as well as helping the student prepare for graduation.

The Council discussed folding some of this information into the SOAR binder. It was also suggested that two sessions in particular be developed—a pre-SOAR piece and a pre-advisement segment. Students would complete these online. Another suggestion was developing a companion piece to the SOAR binder that students might purchase and use as part of their First Year Seminar extended orientation.

Coordinators endorsed the concept of developing pre-SOAR and pre-advisement components and agreed to form an ad-hoc committee for this purpose. This group is comprised of the following individuals:

- Heather Worley, COBA
- Laura Lee, COST
- Laura Saunders, COE

- **Georgia Southern Advisement Training and Development Certificate Program**

- Knowledge, Skills, and Dispositions (attached to agenda)
- December meeting date

Ellen reported on the ad-hoc committee, noting that they have begun to look at CAS standards and how they relate to the basic competency levels. The committee is also gathering data from peer and aspirational peer institutions on how they classify advisor levels.

Given the attached feedback, the ad-hoc committee volunteered to draft a framework of competencies for a basic advisor level, an advanced advisor level, and a coordinator level. This framework will be shared at the December 14th brown bag luncheon for discussion and feedback. Chris' December 14th brown bag presentation will be moved to November 18th in lieu of the case study discussion.

Assessment and Evaluation

- **Annual Report Discussion**
 - Midyear Review in December
 - January Workshop

*Option 1: January 4 (in lieu of regular AAC meeting)

*Option 2: January 19, 8 a.m. – 11 a.m.

As agreed in the October AAC meeting, units will collect midyear data in December. The Council will reconvene on January 19, 2010, to discuss the implications for the data. Amy noted that breakfast will be provided.

- Registered for less than 12 hours—Final form attached to minutes

As requested at the last AAC meeting, Amy developed a standardized form for units to use when following-up with students who are registered for less than 12 hours. Feedback was solicited and provided. A revised copy of the form will be sent with the minutes. Coordinators should use this form to help inform their annual report, share information with their associate dean, and review for trends.

For the Good of the Order

- NACADA Southeast Region 4 Conference—March 21-23

http://www.nacada.ksu.edu/Regional_Divisions/region4/proposals.htm

Call for proposals, see http://www.nacada.ksu.edu/Regional_Divisions/region4/proposals.htm.

Proposals are due December 1st. Coordinators should encourage their staff to consider submitting a proposal or at least attend the conference.

- Upcoming Events

→Brown Bag

- *Demonstration of New Appointment Software & Presentation of College of Education Majors & Master of Arts in Teaching Degree*, Wednesday, November 18th, 11:30 a.m. to 1 p.m., RU 2084 (Technical support will be available at 11 a.m. in RU 2084 for setting up.)
- Follow-up discussion on the Georgia Southern Advisement Training and Development Certificate Program, Monday, December 14th, 11:30 a.m. to 1 p.m., RU 2084

- Coordinators were alerted to look for an email from Chris Caplinger concerning a follow-up MapWorks survey.

The meeting was adjourned at 3:05 p.m.

Next Meeting: January 4, 2010, 1 p.m. to 4 p.m., President's Conference Room, Marvin Pittman Administration Building