

Academic Advisement Council
October 8, 2008 Meeting
President's Conference Room
Marvin Pittman Administration Building
1:00 p.m. to 4 p.m.

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

1. Advisement

Student-Athlete Advisement (handout)

The Student-Athlete Advisement schedule for the fall 2008 sessions was distributed and discussed. These sessions provide better service to this student population and facilitate communication with coaches. Coordinators were reminded that since these meetings mark the first time special student-athlete advisement sessions are being held, centers need to be flexible. As with any new project, it will be reviewed to determine on-going feasibility, procedural adjustments, etc.

All coordinators commented that they could handle the advisement load without additional assistance with the exception of First Year Experience which *may* need some additional help with the first session for group 3. Coordinators were asked to communicate with Amy as soon as possible if they anticipate needing more help, so that Amy could let other units know. If centers have no student athletes at a session and no additional help has been requested, they can make plans for releasing their advisors.

There are "walk-on" members of the football team who are not actual players and are not included in these sessions. These individuals will need to be advised through regularly scheduled advisement appointments in the centers. Advisors should be aware that these individuals do not need to adhere to practice schedules. Regular student athletes who have already been advised also do not need to attend these sessions.

Matt Lombardi will follow-up with the student athletes to remind them of the day, time, and place of their session and request that they show-up 10 minutes early. He will also follow-up with any student athletes who fail to show up for their scheduled session. Centers should let Matt know who the "no-shows" are.

Janet O'Brien will send the coordinators and Matt the names of the five learning support student athletes. They should not be attending one of these sessions as they are advised through the Academic Success Center.

Matt distributed an updated spreadsheet noting several student athletes who have recently changed their major (identified with three asterisks on the spreadsheet). Matt will send Amy an updated spreadsheet (spreadsheet sent 10/9/08).

All coordinators agreed that if a student wishes to change his or her major on the night of a scheduled session that they will be required to make a regular advisement appointment in the center.

Advisement Calendar

· *What type of information is needed?*

Marilyn Hale shared a copy of the CLASS advisement calendar for use as a university-wide model which could be posted to the university advisement webpage.

Information to include in a university-wide calendar includes:

- Drop/add deadline
- Last day to withdraw
- Course registration follow-up dates
- Registration dates for each group
- Dates for mailing HOPE letters
- Dates for early advisement and when reports due to Provost's Office
- Registrar's Office dates
- Recruiting trip dates
- Student athlete advisement dates
- Due date for advisement manual updates and 2-year course rotation and 4-year plan of study updates
- Webinars
- Brown Bags
- AAC meetings
- SOAR dates
- Date RAN numbers available
- Date for contacting sophomores
- Date for follow-up with freshmen who attended SOAR

A mock-up schedule will be drafted for the Council's review at the next meeting.

Transfer Information (Virginia Richards)

Virginia discussed two items of concern.

1. Admissions is increasingly referring decisions about which courses should count toward a transfer student's Georgia Southern program to advisement centers.
This action is appropriate given that the advisement centers are in the best position to evaluate credits toward their degree programs. If advisement centers wish to change how courses are evaluated by Admissions, they should complete a *Petition for Exception* (<http://students.georgiasouthern.edu/registrar/regadmin/AcademicExceptionPetition.pdf>) and forward a copy to the Registrar's Office so the Registrar's Office can update the system accordingly.
2. Centers are being asked to talk with prospective transfer students about what courses they should register for at their current institution that will be transferable to Georgia Southern before they are actually admitted as Georgia Southern students.
This item initiated a lengthy discussion about developing a university web link that provides all transfer information in one place. Admissions currently has much of this information, but it may not be in a user-friendly format. Information is also available on the Registrar's Office website and on college/department websites. A template will be developed for the Council's review at the next meeting (to include information such as an application link; transfer equivalencies link; link for contact names, numbers, and emails for people who work with transfer students; programs of study links). It was also mentioned that there is a need for a Frequently Asked Questions piece as well (e.g., what is pre-advisement; how is pre-advisement initiated; what is a Golden Ticket and what does it mean for registration; why official

transcripts are needed before pre-advisement; transferring core curriculum if currently enrolled at a University System of Georgia institution). A draft of transfer FAQs will also be presented to the Council for their review at the next meeting.

Advisement Manual Follow-Up

- *Content Update*
- *Annual Review and Update—August 1st Deadline*

Coordinators were in agreement regarding the format/content of the advisement manuals and agreed to have these updated annually by August 1st. The Council also agreed that all course rotations and program sheets will be reviewed and if appropriate, updated by August 1st.

2. Intervention

- *Early Alert/Midterm Grade Update*

A special thank you was given to Janet O'Brien for sharing her information and reports with the advisement centers during the early alert/midterm grade submission window. A request has been made to the Registrar's Office to have her reports become standard reports in Business Objects so that each center can run them as needed.

Feedback and comments were solicited on the early alert/midterm grades.

- Early alerts/midterm grades are working well. Has traffic increased in the Academic Success Center and University Writing Center as a result?
- One center is using the Academic Success Center's GSU 1120 class monitoring sheet to ensure that the student speaks with his or her professor before the advisor meet with the student. This action enables advisors to better advise the student.
[Note: a suggestion was made that centers should instruct faculty not to sign these types of forms until they have actually seen and spoken with the student.]
- Another center waited to advise freshmen until midterm grades were released and reviewed so that they could speak with the students about their midterm grades at the same time.
- It has been very helpful to know the reason behind "U" grades (e.g., grade of "D" or below; habitual absences; inappropriate or no class participation).
- Parents have commented favorably on availability of midterm grades.

Amy discussed the role of the Behavioral Assessment Team, which reviews any incidents reported regarding student behavior. Reports can be filed online at http://students.georgiasouthern.edu/judicial/student_wbir.htm. The early alert/midterm grade information may be one piece of information considered at the meeting.

Amy identified some potential next steps for the early alerts/midterm grades.

- Having faculty in key courses submit early alerts/midterm grades earlier.
- Share early alerts/midterm grades with FYE 1220 professors and ask them to speak with the students also.

3. Assessment Plan

Coordinators were reminded about the standard information to be collected by each center for assessment. It will be important to document the unduplicated number of advisement sessions, the total number of advisement sessions (including students who are served two or more times), and incidental traffic through the center (e.g., those with questions on who their advisor is or what their RAN number is, etc.).

4. Professional Development

- **Conference Follow-Up**

- a. Lisa Vance reported on the national advisement conference (NACADA)—specifically at-risk students. Georgia Southern is certainly on the right path in its approach to at-risk students and making sophomore connections, if not ahead of the game.
- b. Lisa and Marilyn Hale also commended Ellen Murkison’s session on peer mentors. Ellen agreed to give her presentation at a forthcoming Brown Bag to university advisors.
- c. Ellen reported on advisor training—again, noting that Georgia Southern is on the right path, but still has work to do.
- d. All advisors who attended the conference noted that Georgia Southern advisors should feel proud of the number of students they serve and the breadth of services offered given current resources. It is impressive when compared with other institutions.
- e. Another helpful hint gleaned from the conference was advising students in pre-professional programs, or programs where students need to be formally admitted into a major, into two tracks—parallel tracks— (rather than a Plan A and a Plan B). Advising for parallel tracks has less stigma attached should the student need to fall back to the second option. It also has the advantage of keeping the student apprised all along the way of what is needed for either option.
- f. Overall, we are doing well except in the area of online appointment scheduling. There is some exciting stuff out there, and we need to be moving forward in this direction. It was noted that both Degree Works and Grades First (Athlete Services will be piloting) have some functionality related to advisement. Matt agreed to give a presentation of Grades First at a forthcoming meeting. Marilyn Hale volunteered her secretary to give a presentation of their Access student database as well. Her action was in response to a request for a web-based standard student database that all centers could use. Georgia Tech has such a program, and Chris Thompson volunteered to find out more about it. Any information collected can be shared with the new director of Information Technology when hired.

It was also noted that the Region 4, March 2010, meeting is being held in Savannah (sponsored by SCAD). Ellen agreed to contact SCAD with the names of Georgia Southern advisors who are interested in helping out with this meeting.

Interest was expressed in having Georgia Southern host a Drive-In Conference in 2010. Lisa agreed to follow-up and find out what is involved in hosting one of these conferences.

Finally, it was noted that March 2009, Region 4, meeting at Mississippi State University will have a research symposium also. Advisors felt strongly that Georgia Southern should be represented.

- **Brown Bag—Wednesday, October 15th, Case Study Discussion, 11:30 a.m. to 1 p.m., RU 2041**
- **NACADA Outstanding Advisor Award nominations due in Provost’s Office February 1st (<http://www.nacada.ksu.edu/Programs/Awards/AwardsCall.htm>)**
- **Regional advisor award nominations due in Provost’s Office December 1st**

5. For the Good of the Order

Ellen noted that freshmen who fail FYE 1220 will be required to re-take the course in the spring. The FYE homepage will be updated with the spring 2009 section offerings by October 17th.

There was a brief discussion about the Registrar's Office registration form. It will no longer be printed, but Velma Burden indicated that it would be posted on the Registrar's Office website so that advisors could download and print off the form.

The meeting was adjourned at 3:30 p.m.

Next Meeting: Wednesday, November 10, 2008, President's Conference Room, Marvin Pittman Administration Building, 1 p.m. to 4 p.m.