

Academic Advisement Council
Minutes from the October 5, 2009 Meeting
President's Conference Room
1:00 p.m. to 4 p.m.

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

Enrollment

As of October 5, the total enrollment for the University was 19,125 with 16,336 at the undergraduate level (85%), 2,603 at the graduate level (14%), and 186 as post-baccalaureates (1%). The enrollment will be finalized on October 14.

Interventions

Early alert/midterm grades were to be submitted by October 2. Work is currently being done to have all midterm grades submitted. Units are implementing their standard operating procedures to follow-up with freshmen students who have received "U" grades. A comment was made that indicated that the number of "U" grades seemed lower but others were not sure. *Units were asked to report back at the November meeting on the number of "U" grades for Fall 2009 and how it compared to Fall 2008.*

The last day to withdraw without academic penalty is October 12. Students need to be reminded of the new Limited Withdrawal policy.

The Map-Works survey closed on October 1. The return rate for the survey was 59.7%. Council members were encouraged to provide feedback to Chris Caplinger regarding the usefulness of the survey results when interacting with students.

NACADA Annual Conference—*Academic Advising: Deep in the Heart of Student Success*

Council members who attended the NACADA annual conference shared what they learned. Overall, the group felt affirmed that the advisement efforts on campus are ahead of many schools. Chris Thompson shared the idea of advisement portfolios. *At the November meeting, she will provide more detailed information to the Council.* Ellen Murkison shared that she brought back some additional ideas for professional development of advisors that she will share at the October 15 brown bag event. Bobbie Williams shared information on the use of Wikis to disseminate advisement information.

Council members were reminded of the Region 4 Conference to be held March 21-23 in Atlanta. Members were asked to encourage their staff to submit proposals. When posted, the proposal guidelines may be found at http://www.nacada.ksu.edu/Regional_Divisions/region4/proposals.htm .

Transfer Advisement Ad-Hoc Committee

A report from the ad-hoc committee will be shared at the November meeting. Members of the committee are Virginia Richards (chair), Velma Burden, Marilyn Hale, and Bobbie Williams. The committee is charged 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.

Annual Report Discussion

The purpose of having a systematic process for assessing and evaluating advisement practices is to improve practices and services, especially since advisement has both a teaching and a service component.

Units need to be collecting, analyzing and reporting findings related to the following areas: the overall University advisement goals as set by the Academic Advisement Council, the specific unit advisement goals, and the required data elements across all units as specified by the Council on September 8, 2008. Goals need to be a manageable number.

For each goal, measurable outcomes need to be identified. Again, the number of outcomes need to be manageable in number. Benchmarks or targets need to be established for the outcomes (to what degree does the outcome need to be demonstrated; by what measure will progress be determined). Benchmarks or targets need to be established using historical trend data or what you know you are currently doing. Benchmarks or targets do not remain static. As data is collected and progress measured, benchmarks/targets may change.

Once data is collected, it needs to be analyzed and discussed with other members of the advisement team. Specifically, the following questions should be answered. What does the data suggest? Based on the data, what is working? What needs to improve? How might improvements be made? What progress is being made? The analysis of the data and a discussion of the findings are critical for units to continue to improve and to make progress.

Based on the data analysis and discussion, next steps need to be identified. If the analysis and discussion occurs mid-year, units are looking at ways to make adjustments to the plan set for that academic year. If the analysis and discussion occurs at the end of the year, goals and outcomes for the next academic year are identified as well as identifying the benchmarks/targets.

Finally, units need to determine how to share the information found in the annual report and with whom it is shared. Will the annual report be posted on the unit's website? Will the advisement team members have a copy? With whom will it be shared within the college and the university?

Currently, the annual report is submitted to the Associate Provost mid-May. **Future submissions will be late May.**

Members of the Council decided to do mid-year reviews in December in order to bring information to an early January workshop to review findings. Potential dates will be identified and discussed at the November meeting.

For the Good of the Order

- Registrar's Office: Requested units review SGAADVR and update advisor information for students because former Accel student, now Southern students are contacting Tifani for Spring/Summer 2010 RANs (major has been updated in SGASTDN).

- Upcoming Events

 - October 15—*Brainstorming Georgia Southern University Advisor Training and Development Certificate Program* (11:30am to 1:00pm, RU 2084)

Next Meeting: November 2, 2009, 1:00-4:00pm