

Academic Advisement Council
September 10, 2007 Meeting
President's Conference Room
1 p.m. to 4 p.m.

Present: A. Heaston (Chair), V. Burden, M. Hale, V. Miller, E. Murkison, K. Robinson, K. Roughton, C. Thompson, L. Vance, and B. Williams

Guests: Jo Jones, Chris Ludowise

1. Officers Candidacy School—US Marine Corps (Chris Ludowise)

Chris Ludowise shared information about the Marine Corps' officer training program that she learned about from an educators workshop sponsored by the Marine Corps. She indicated that the Corps will not do active recruitment on campus but does want institutions to know that OCS is an option after graduation and money is available to help with school expenses. Advisement centers were asked to make informational material available for students. Chris distributed information to the Council and asked that they contact her if they have any questions.

2. 2007-2008 Goals

The Council reflected on Academic Year 2006-2007, highlighting accomplishments, works in progress, and areas that need to be addressed. From the reflection, the following goals were drafted and will be **reviewed at the next Council meeting**.

1. Academic advisement centers will implement the new online change of major process. [Continuation goal—waiting for ITS to complete its project so the advisement centers can move forward.]
2. The Academic Advisement Council will investigate an online system for making advisement appointments. [Continuation goal—dependent upon the work of ITS.]
3. The Academic Advisement Council will evaluate advisement practices. [Extension goal—developed evaluation tool needs to be reviewed and implemented.]
4. The Academic Advisement Council will identify activities that advisement centers can do to support RPG initiatives and potential resource implications. [New goal]
5. The Academic Advisement Council will investigate methods for faculty to alert them to potential problems with advisees. [New goal—early alert system]
6. The Academic Advisement Council will develop training materials to assist new and returning advisors.
7. The Academic Advisement Council will explore ways to promote professional development for professional and faculty advisors.

3. Advisement

SOAR Debriefing

The Council discussed the successes of SOAR as well as areas that need continued attention.

1. Successes
 - Early Advisement of Transfer Students
 - Organization of the Transfer SOAR sessions

- EIP session (earlier; regular session)
- Advisement and FYE session on Day 1
- Registrar's Office's work with COM
- SOAR EM meetings (earlier; allowed planning for college advisors meeting)
- Flexibility of group to make adjustments
- Assistance of RU staff in setting up rooms

2. Areas of Improvement

- Consistency of message (improved greatly; need to continue to address)
- SOAR session schedule (number of transfer SOARS, positioning of transfer SOAR sessions to freshmen sessions [time issue for early advisement], timing of Term B SOAR)
- Students attending Day 2 advisement late
- Consistency of the opening session running long at transfer sessions (impacted length of college sessions)
- Utilization of computers during COM process in RU
- Linked courses in the course schedule
- Condition of RU facilities
- Communication if a SOAR leader was not going to be in attendance
- Initiative of some SOAR leaders
- Attire for some SOAR leaders

Change of Major

ITS was to begin the COM project on 8/14 and complete the project mid-September. Amy will check on the status.

Course Registration Follow-Up

Amy distributed the course registration process for Spring 2008. E-mail reminder will be sent to all students on 11/8. The Registrar's Office will run the report on 11/12 of students not registered. Advisement centers will prepare letters to be sent to the home mailing address. Letters will indicate that students need to register by 11/26. Letters need to be mailed by 11/16. A second report will be run on 11/27. Advisement centers will telephone students who have still not registered for spring classes. Centers submit their data report of efforts and outcomes to the Provost Office by 12/10.

Summer

Amy shared with Council that advocating for students to attend at least one summer session will continue. Data shows that attendance can increase the percentage of students that progress and graduate. She asked advisement centers to include a discussion of summer school attendance in their advisement appointments with students.

4. Advisement Updates

Conversations with Professors

Amy asked Council to describe how centers followed up with students who did not attend their CwP session. Some centers requested students to come in for a meeting. Some centers sent e-mails to students. Other centers have noted the information in the student file. This led to a discussion regarding whether centers want to be notified if a student is having consistent difficulty in a 1210 class. The Council believed this was important. Amy will follow-up with Chris Caplinger.

2007-2008 NACADA Webinar Series

Amy distributed the webinar series handout. She encouraged Council members to attend and to send representatives from their units.

5. Topics for Follow-Up

The Provost Office will follow-up with ITS regarding the COM process.

Amy will follow-up with Chris Caplinger about 1210 early alerts to advisement centers.

Council will review and finalize the 2007-2008 Goals.

6. For the Good of the Order

Ellen invited Council members to review Academics 101 on the FYE homepage. She also shared that FYE is working on a major explorations link. She asked Council members to keep checking out the site.

Velma indicated that the Registrar's Office would be testing an online Graduation Application form. She asked for Council's help in testing it.

Meeting adjourned at 3:30 p.m.

Next Meeting: October 8, 2007, 1 p.m. to 4 p.m., Marvin Pittman Administration Building, President's Conference Room