

Academic Advisement Council
September 8, 2008 Meeting
President's Conference Room
Marvin Pittman Administration Building
1:30 p.m. to 4 p.m.

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

Guest: C. Caplinger

1. The First Year Experience Program (Chris Caplinger)

Global Citizens Course

Chris summarized the objectives of the Global Citizens course, FYE 2090, (see handout: **FYE Initiatives**) and requested the coordinators' assistance to help fill the five spring pilot sections. Students taking the course in spring 2009 will be able to substitute it for IDS 2110. The Global Citizens course will be an improved course experience for students. Classes are capped at 25 students versus the average enrollment of 80 students in IDS 2110. Taken in combination with the fall FYE 1220, this course offers students a comprehensive first year experience.

EIP

Chris also requested help from the advisors regarding the second semester of EIP students. Findings show that the academic performance of these students plummets in their second (fall) semester (see handout: **FYE Initiatives**). Advisors are asked to be on alert for EIP advisees, encouraging them to exert the same level of effort as they typically have shown during the initial summer term. Moreover, advisors may wish to consider inviting these students in for advisement early so that they can have these types of conversations and assess student progress and performance. At a minimum, advisors should send EIP advisees an email stressing the importance of staying on top of their studies and offering their assistance if students need it.

Early Alert

Early Alert/Midterm Grades is the new name for Midterm Grades (see handout: **FYE Initiatives**) and is an initiative of the First Year Experience Task Force. The purpose behind the expanded Early Alert system is to make the midterm grades more descriptive and encourage faculty to submit their grades earlier. The intervention process is still a work-in-progress, and Chris welcomes any ideas advisors may have. Some initial thoughts included the following:

- Send a postcard home alerting parents of the Early Alert System and encourage them to discuss with their students. Although, given the timing, this idea is not a viable option for this fall, it was agreed that an email could be sent to all freshmen parents.
- Follow-up with parents in the October Admissions newsletter.

Janet O'Brien will send her daily report out to units. This report lists the following fields:

- Student's name
- Advisor's name
- College
- Major
- Class and grade

- Indication of whether student has already dropped the class

Advisement centers are asked to let Janet know if there are additional fields that should be included. An inquiry will be made to add this report to the list of automatic reports run in Business Objects.

1. AY 2008-2009

• Goals

Council members agreed upon the goals listed below as the overarching goals of advisement for 2008-2009. Additionally, each advisement center will develop and pursue its own set of goals.

- Develop and implement a common assessment plan (see table below) that enables the University to report out common advisement data for all units (e.g., to the University System Office and Board of Regents).
- Continue to refine/improve SOAR.
- Develop a more thorough communication strategy to first-year students that covers the entire year (e.g., commendations to students excelling academically).
- Develop an advisement calendar that includes all initiatives at the university level.
- Continue professional development opportunities for all professional and faculty advisors.
- Review/update and expand on online advisement manuals to include material for three different audiences:
 - General information regarding the advisement center (for all audiences)
 - Information directed toward students
 - Information directed toward professional or faculty advisors

• Common Assessment Plan

Coordinators reviewed the handout, **Assessment of Advisement: Common Data Points**, and agreed that all units would collect the following data:

Report	Comments
Number of Students Served <ul style="list-style-type: none"> • <u>Include</u> both total number and • Unduplicated number of students 	Velma Burden will explore how much the desk scanner and software cost that automatically tabulates the number of students served by scanning their IDs.
Number of Pre-Registration Appointments <ul style="list-style-type: none"> • <u>Include</u> the total number • Number attending • Percentage attending 	
Early Transfer Advisement <ul style="list-style-type: none"> • <u>Include</u> the total number admitted • Total number registered for SOAR • Total number early advised • Percentage early advised 	
Course Registration Follow-Up <ul style="list-style-type: none"> • <u>Include</u> year-to-year comparison • Follow-up to follow-up comparison • Percentage converted by rank • Percentage converted overall • Reason for not registering 	The Provost's Office and the Registrar's Office will provide units with the data.
Registered Less Than 12 Hours Follow-Up <ul style="list-style-type: none"> • <u>Include</u> total number • Number of schedules adjusted • Percentage of schedules adjusted 	

Report	Comments
Change of Major <ul style="list-style-type: none"> • <u>Include</u> total number (both To and From) • New major selected • Reason for change 	
Midterm Grades/Early Alerts <ul style="list-style-type: none"> • <u>Include</u> number of students by number of U grades • Courses • Type of intervention • Results (both percentage of U grades converted to A, B, or C and percentage of U grades converted to D, F, or W) 	Advisement Centers need to begin to think through a comprehensive plan. Collect whatever information can be collected. The AAC will continue to refine as the process moves along.
Academic Probation/Intervention <ul style="list-style-type: none"> • <u>Include</u> number of students • Type of intervention • Results 	This year, focus on freshmen students. The effort will be expanded to other students as it is refined and continued.
EIP Students <ul style="list-style-type: none"> • <u>Include</u> academic standing • Type of intervention 	
Math Recommendations (HOLD on for now) <ul style="list-style-type: none"> • Number of students who followed recommendation & percentage receiving A, B, C, D, F, or W • Number of students who enrolled in lower-level class and percentage receiving A, B, C, D, F, or W • Number of students who enrolled in higher-level class and percentage receiving A, B, C, D, F, or W 	Before beginning to collect these data, Lisa Vance will share information at a future AAC meeting on how COST collects and tracks these data to help other colleges in this regard.
Student Survey of Advisement (HOLD on for now)	This initiative is pending Information Technology Services support in moving the survey to a web-based medium.

2. Advisement

- **SOAR Debriefing**

General comments on what went well or problems encountered:

- The break-out sessions for pre-med and pre-dent students were very helpful.
- Communications across all areas were good and allowed for programming flexibility.
- Registration room assignments were very helpful.
- Russell Union is problematic, but we recognize that upgrades are being made. Still problems with cleanliness and quality of equipment.
- Parents appeared very appreciative of the event, commenting on how well organized and how friendly it was.
- Admissions began to focus on the take-away message which is really appreciated and helpful.
- Still may wish to re-think hosting high ability students at SOAR A. No matter how much planning is done, there are always kinks that need to be worked out, and this group of students is the wrong group on which to test preparation.

International SOAR

- It would help to code these students separately to keep them separate from the SOAR X students.
- More information sharing (continuous as students are added) with the advisement coordinators on the international students by college and major is needed.
- All International Studies staff need to be present. Needed more help in this area.
- It would be a tremendous help if International Studies could verify each student's registration and confirm with advisement coordinators.
- It would also be helpful if International Studies could give a presentation on what expectations advisors should have for this session.
- It was generally agreed that advisement and registration could be held in the morning session rather than stretch it out a full day.

- **Post-SOAR Student Communications**

All advisement centers sent a post-SOAR/pre-start of classes communication to students.

- **Enrollment Update**

- i. **Summer 2008**

- 8,890 students enrolled, an increase of 1% from 2007

- 5,158 FTE, an increase of 6% from 2007

- ii. **Fall 2008**

- 18,046 as of September 8th, but September 9th is cancellation for non-payment of fees

- Enrollment projection is 17,000+

- **Student-Athlete Advisement**

Student athletes are a population requiring particular attention to ensure that they not only succeed academically, but that they continue to meet the requirements in order to compete. This fall, it was agreed that special advisement sessions will be held for student athletes by sport (grouping smaller sports together). A representative from Athletic Services will be also be on hand. Keith will map out the break-out groups and let Amy know by the end of this week (September 12th). Overall, there are about 350-400 athletes. Keith shared reports by college with each center/unit as well as the practice schedules.

- **Course Registration**

Amy distributed the handout, **Course Registration Follow-Up for Spring 2009**, which maps out each activity and when it should be done.

- i. **Registration Email**

- ii. **October 27th Registration for Spring and Summer 2009**

- iii. **Course Registration Follow-Up Timeline (handout)**

- **Declaring Minors/Concentrations**

The Minor/Concentration Declaration Form is now available on the Registrar's Office website at <http://students.georgiasouthern.edu/registrar/Calendars/MinorConcentrationDeclarationForm.pdf>. Please work with your advisees to be sure that students have declared minors as appropriate.

- **Academic Success Center**

Janet distributed the fall schedule of workshops, including the Regents' Review Workshops. She encouraged advisors to send students to her who were having academic difficulties.

3. Professional Development

- Advisors interested in presenting at an AAC Brown Bag
- Brown Bag—Wednesday, September 17th, Keith Roughton and discussion on student athlete advisees, 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

4. For the Good of the Order

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

Next Meeting: Wednesday, October 8, 2008, President's Conference Room, Marvin Pittman Administration Building, 1 p.m. to 4 p.m.