

SOUTHWESTERN COMMUNITY COLLEGE

Committee: Academic Advising
Date: Monday, October 28, 2013
Time: 2:00 p.m.
Place: Burrell 203

Members Attending:

- Baker, Scott
 - Brooks, Thom
 - Brothers, William
 - Davids, Cheryl
 - Fischer, Mitch
 - Jons, David
 - Deaver, Christy
 - Porter, Carolyn
 - Putman, Barb
 - Sain, Jay
 - Weast, Phil
- Welcome - Carolyn Porter opening the meeting with a welcome to new members and a brief discussion of our mission.
 - OnBase Document Management System – Dr. Weast reports that the OnBase Document Management System has been tested in the Health Sciences division and will be available to the rest of the college this semester. Career Technologies will be trained in the next few weeks.
 - ACA 111 Follow-Up – The Committee surveyed advisors about the effect of ACA 111 on the advising process. Responses were generally favorable. SmarterMeasure is currently being used in ACA 111 classes, but may be moved to orientation in order to reach all students earlier.
 - Administrative Withdrawal – Career Technologies has piloted Administrative Withdrawals this semester. It will be helpful if advisors explain this policy to students during advising.
 - Summer Advising – Summer advising coverage was successful. Many students were served over the summer and final registration day seemed smoother as a result.
 - Spring Training Follow-up – Advisors will need a reminder about developmental math placement. Ms. Porter will coordinate with Darlene Anderson and Jay Sain.
 - Fall Training – The committee will not present any training this fall. We need to communicate with advisors about Multiple Measure placement in the spring to prepare for Fall 2014.
 - Electronic Advising Forms – Scott Baker is working with Christy Deaver to make advising forms available in an electronic, fillable format.
 - Transfer Advising – Barbara Putman reported that the College will offer University Transfer Advising Centers (UTAC) in the spring in Oaks Hall. Hilary Seagle will coordinate this project. Part-time advisors are being trained for the Macon Campus to offer UTAC services and support the only full-time advisor at that campus.
 - Final Registration Follow-up – Committee members reported no significant issues during final registration for Fall 2013. The College will do early purges over the summer to free seats and avoid waiting lists. Advisors need to remind students who add classes during drop/add that they need to pay before the end of that period or they will be purged.
 - Registration for Spring 2014 – will open November 11, 2013. Ms. Porter will circulate the advising checklist.

The meeting adjourned at 2:45.