

Committee Name:	Advising Committee		
Members attending:	Jennifer Ashlock, Dominique Benson, William Clark, April Copeland, Mark Ellison (Chair), Tori Ellison, Bethany Emory, Tom Jones, Pamela Judson, Mary Lockey, Danell Moses, Barb Putman, Jodie Waldroup		
Date of Meeting:	February 25, 2020	Time:	10:00 a.m.
Meeting Purpose:		Meeting Chair:	Mark Ellison
		Prepared By:	Mark Ellison

Discussion notes

Reports were provided by the three Advising Committee teams

1. Advisor Training Team (Jennie Ashlock, Team leader)

Spring 2020 Workshops

The committee is finalizing dates and times for 2 advising workshops to occur before the April 14 Advising Day. One is technical in nature - a refresher on Colleague, OnBase, etc. The second focuses on advisor development. Titled "Advising vs. Registration," a panel of Platinum advisors will discuss their approach to various advising scenarios followed by audience discussion/participation.

The committee is also creating a Google Doc to share with Advising Committee members so they can record scenarios for use in the workshops.

Advising Survey

Results of the Advising Survey were shared. 36 out of 90 surveys were returned. The committee will use the results to plan future advising workshops. Surveys showed the topics from most to least preferred were:

1. Courageous Conversations
2. Advising Online
3. Advising as Teaching
4. Using PEAK Documents
5. Advising for non-faculty

Series Title

Mark sent a survey to the larger Advising Committee to select a name for the series. Options were taken from suggestions in the Advising Survey.

2. Student Development Team (Pamela Judson, Team leader)

IDEA #1: (Will implement SP20)

Title: Pre-Registration Stations (slight name change, since we won't be registering- for clarification)

- Group determined these could be implemented prior to Spring Advising Day. (April 1 & 2)
- Promotion in Student Newsletter 2 weeks prior to Reg. Stations, on social media and posters around campus (Dominique)
- Advertising at Spring Fling on Jackson Campus, "Stalls" on Macon Campus

Registration Stations, staffed by members of Advising Committee (and other advisors), held in Cafe'64 and on Macon Campus (Downstairs Lobby) for 2 days giving drop-in support/education for the following:

- Printing Transcripts
- Looking up CAA BDP Plans
- Logging onto Self-Service
- How to Search for Classes
- AA/AS Checklist & Other Checklist Access

Logistics/ Needs: Room Reserved, Food, Handouts for Tasks, IT Person, Computer Carts (Pamela)

Handouts: Reasons to Take 15 credits, Procrastination Survey, Priority Management, Difference between types of courses, Poster about SD vs MD vs WC

Advertising for Event at Spring Fling event, if possible (pending Spring Fling date)

*****POTENTIAL TO DO SCHOLARSHIP LAB AT THE SAME TIME (checking on this)*****

IDEA #2: (Will begin working SP20, but may implement in future if not completed in time for Advising)

Email Blasts prior to Advising with videos reminding students how to do the following:

- Scott Baker's Self-Service Video (already available)
- How to Search for Classes (Pamela)
- How to use the "WHAT IF" feature in Self-Service to show degree audit for degree changes (Pamela)

3. Awareness of Advising Day Team (Mark Ellison, Team leader)

- Promotional activities for Advising Day will include:
 - Sidewalk stickers
 - Advising Day graphics on campus TV monitors
 - Got advised? stickers for advisors
 - Email, texts to current and new students week prior to Advising Day and on Advising Day.
 - "Final Countdown" postcards to all current and new students
 - Advisor silly photo contest
 - Coloring pages emailed to students and advisors
 - Advising Day reminder magnets for whiteboards in all classrooms (79)
 - Moodle