

<b>Committee Name:</b>	Advising Committee		
<b>Members attending:</b>	Jennifer Ashlock, Sayward Cabe, Cheryl Davids, Mark Ellison (Chair), Tori Ellison, Amanda Everhart, Mitch Fischer, Matthew Kirby, Eddie Lunsford, David Myers, Kimi Walker, Jody Woodring		
<b>Date of Meeting:</b>	October 2, 2017	<b>Time:</b>	2:00 p.m.
<b>Meeting Purpose:</b>	<b>Meeting Chair:</b>		Mark Ellison
	<b>Prepared By:</b>		Mark Ellison

**1. Discussion notes** *(add rows as necessary)*

- **PEAK:** Michael Despeaux and Jodie Waldroup provided an update on the [PEAK initiative and Appreciative Advising](#). The importance of the five year plan students are creating in their ACA class was discussed.
- Michael and Jodie expressed interest in having an information session as part of the spring semester advising day training.
- **Advising Expectations Guide:** The Advising Expectations Guide that was distributed at the Instructional Services meeting in August was discussed. Feedback has been very limited related to the guide and how to use it. A suggestion was made to make the guide a check-off sheet, something that could be used in an advising folder so advisors could note when each item had been addressed.
- As part of this conversation the use of shared advising spreadsheets (using the “W” drive or Google) was discussed.
- **Academic Advising & Career Counseling Satisfaction/Evaluation Survey:** An online Academic Advising Satisfaction Survey was developed during the spring 2017 semester. The survey included questions pertaining to career counseling. Several committee members want to know why the surveys were combined. The survey was created as a way to measure satisfaction to support the PEAK initiative with a primary focus on career counseling. Advising was added as a way to obtain information on both areas with one survey.
- An example of an advising survey distributed at McDowell Technical Community College was reviewed. The Committee recommends having boxes available in each building for students to submit paper versions of advising surveys in addition to the online survey.
- **Advising Excellence Award:** The Advising Excellence Award was reviewed. A point was made that comments have been made by several on campus that only students should be able to nominate advisors for the award (not faculty and staff). No changes were considered.
- **Fall Advising Reminders:** The Advising Committee (Mark) will send out weekly reminders to advisors starting the week of October 2 through the beginning of registration on Tuesday, November 7. Each week a reminder will include an appreciative advising tip. Information will be used from the Powerpoint Jodie Waldroup presented during the meeting today. The week prior to the start of registration a more detailed email will be sent.
- The Advising Committee (Mark) will send out an email to all students with two to three pointers related to advising/registration the week before registration begins.

- **Advising Days 2017-18:** The fall 2017 semester advising day will be on the first day of registration (Tuesday, November 7). The spring 2018 semester will be the first semester when advising day is not on the first day of registration allowing the opportunity to offer professional development sessions. Advising day is Tuesday, March 27, 2018 and registration starts April 10.

- **Other Information:** The next Advising Committee meeting will be scheduled in November after registration has started. During this meeting we will discuss topics to include during the Spring semester advising day training.

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