

SCC Academic Advising Committee Meeting Minutes:

Attended: Eddie Lunsford, Thom Brooks, Meg Rollins, Phil Weast, Barb Putman, Deb Klavohn, Gene Couch, Cheryl Contino-Conner

The primary goal for the meeting was to finalize early registration/regular registration processes and procedures. The following decisions were made:

- ❖ Macon Campus will hold a registration day on May 10.
- ❖ CPT testing will be offered all summer. Students should follow the normal procedure and "call-in" for an appointment.
- ❖ Once fall and summer early registration begins on April 17, students will be able to register for summer classes until May 15th. Students may register for fall classes through Wednesday, August 2.
- ❖ Second session summer classes must be loaded in the registrar's office.
- ❖ Dean's will have registration access beyond drop/add period.
- ❖ 500 internal summer tabloids have been printed. The fall tabloid (external) will go out the middle of July. There will not be an external summer tabloid printed.
- ❖ Pay dates will be May 15th for summer classes and August 17th for fall classes. Rita Norris, in the business office, stated that until otherwise notified, pay date deadlines will occur on official registration dates. I E... the un-enrollment processor will no longer be run prior to registration day.
- ❖ Phil will send all advisors the cost per credit hour "cheat sheet."
- ❖ Phil will ask Christy to send an email to all students reminding them to clear outstanding debt and orientation activities prior to early registration week.
- ❖ An email has already been sent reminding students that Library AMNESTY week is presently occurring (APRIL 3-7).
- ❖ Two summer orientation days will occur. Phil will gather the orientation committee in the next week or two to plan the days.
- ❖ Deans will secure departmental coverage for summer. The same model will be in place as in years' past.
- ❖ The committee discussed (again) getting a list on "intro" classes students could take if they place in developmental classes across the board.

Other business:

- The advising web site has had 299 hits since January. Sandra Bunn reported that the number may not be accurate since the counter can not read the new URL.

- The committee discussed 2006-2007 Advisor Training and Development Series. The following topics were mentioned: Colleague Training for advisors during Jan/Feb; Financial Aid/Tribal Education updates; GOT/44 hour core/transfer degree training; soft skills.

- Cheryl mentioned the “seriously under-prepared population” and shared some writing samples from her ACA 115 class. Phil handed out the CPT/TABE equivalency sheet...it is clear students who place below the 10th percentile on the CPT would be able to receive services from ABE since the 9th grade (TABE) benchmark is well above the 10th percentile mark. Jan Smith said she would be willing to attend a future advising committee meeting to discuss how she is helping/guiding this population.

Submitted : C. Contino-Conner