

SOUTHWESTERN COMMUNITY COLLEGE

Committee: Academic Advising
Date: Friday, September 18, 2009
Time: 9:00 a.m.
Place: Founders Hall, Room 133

Members Attending:

Carolyn Porter - <i>Chair</i>	Connie Gregory	Barbara Putman
Linda Aiken - <i>Fac. Senate</i>	Jim Hippensteel	Jan Smith
Thom Brooks	Patty Kirkley	Phil Weast

- Membership – Carolyn Porter thanked 2008-2010 committee member Matt Cass for his service to the committee. Jim Hippensteel and Linda Aiken will serve on the committee for 2009-2010.
- Mission – Ms. Porter briefly reviewed our mission statement and goals as a committee. To support academic advising, the committee will address issues in advising and provide training opportunities for faculty.
- Spring Training Follow-up – Ms. Porter thanked the facilitators and presenters of the Spring 2009 advisor training session.
- Advisor Training Needs Survey – Ms. Porter distributed the results of the Advisor Training Needs Survey administered in September 2009. Advisors expressed the greatest interest in the following topics: evaluating graduation readiness, understanding reports in Colleague/WebAdvisor, and reviewing financial aid. Advisors also had significant interest in reviewing registration in Colleague and in community resources for students. The committee will ask Melody Lawrence to offer financial aid training in the spring before summer/fall pre-registration. The committee suggests that community resources available to students be compiled in a web page.
- Spring Training – The committee will coordinate the following training events for Spring 2009:
 - *Evaluating Graduation Readiness* – Phil Weast and Christy Deaver will review Colleague's EVAL report, as well as 1/4 system and transfer credits. They will also explain the process for advisors to access advisee e-mail addresses, if this is ready. The training is scheduled for Thursday, October 15, 2009, 2:00, in the Bradford Conference Center.
 - *Understanding Student Placement* – Barb Putman and Jan Smith will review placement testing, prerequisites/corequisites, placement in developmental course, and transfer credit. This training is scheduled for Thursday, November 12, 2009, 2:00, Bradford Conference Center.

- Online Registration – Advisor Forum - The committee supports a forum on online registration to inform advisors about the transition to online registration, solicit input on the process, and address concerns. The forum will be scheduled in Spring 2010 after the committee reviews the educational planning module in Colleague.
- Class Attendance in Colleague – Dr. Weast is evaluating the Retention Alert module in Colleague which allows attendance reporting.
- Pre-registration/Final Registration Follow-up – Committee members reported no significant issues during pre-registration and final registration for Fall 2009. Thom Brooks and Dr. Putman reported that designating a summer advisor has worked well for their divisions. Students are pre-registering for classes.
- Registration Preparedness - The committee discussed strategies for encouraging students prepare before their registration appointments. There is information on preparing for registration in the student handbook. There is also a registration information web page (see <http://www.southwesterncc.edu/acadprog/sked/registr-info.htm>). Dr. Weast and Ms. Porter will ensure the information is marketed to students. Dr. Weast will include the information in his e-mail to announce the Spring 2010 schedule. He will also post the information on the opening page for the online Spring 2010 schedule. Dr. Weast and Ms. Porter will research posters and banners promoting pre-registration.
- E-Mailing Advisees – Ms. Porter will check with Ryan Schwiebert on the addition of a Colleague report that allows advisors to create an e-mail address list of advisees and then import it into Groupwise.
- Undecided Students – Patty Kirkley reported an increase in undecided students. Dr. Brooks and Dr. Putman will work with Ms. Kirkley to find advisors for those undecided students.
- Advising Web Site – Ms. Porter encouraged those sending reminders or documents related to advising to coordinate with her to update the page content. Ms. Porter will update the site with information advisors can share with advisees to prepare for pre-registration.
- Unregistered Students – The committee discussed a strategy for informing advisors about students who have applied to their programs, but have not registered. This report is available in Colleague. Mr. Weast reported that those students get a letter after application, followed by a “We Missed You” post card if they don’t register.
- Next Meeting – The tentative date for the next meeting conflicts with the Career Fair. If the committee chooses to meet again, Ms. Porter will set a new meeting date and time.

The meeting adjourned at 10:00 a.m.