

## **SOUTHWESTERN COMMUNITY COLLEGE**

Committee: Academic Advising  
Date: Wednesday, September 29, 2010  
Time: 2:00 p.m.  
Place: Bradford Conference Center

### Members Attending:

Carolyn Porter - <i>Chair</i>	Christy Deaver	Patty Kirkley
Linda Aiken - <i>Fac. Senate</i>	Connie Gregory	Eddie Lunsford
Scott Baker	Jim Hippensteel	Phil Weast
Thom Brooks		

- Membership – Scott Baker and Jay Sain will join the committee for 2010-2011.
- Spring Training Follow-up – Ms. Porter thanked the facilitators and presenters of the Spring 2010 advisor training session.
- Advisor Training Needs Survey – Ms. Porter distributed the results of the Advisor Training Needs Survey administered in September 2010. Advisors expressed the greatest interest in the following topics: video conferencing, understanding reports in Colleague/WebAdvisor, and reviewing financial aid.
  - Ms. Porter will explore options for video conferencing with the Technology Services staff.
  - Phil Weast and Christy Deaver will plan a short training session on Colleague reports.
  - The committee will ask Melody Lawrence to offer financial aid training in the spring before registration opens. The committee suggests that a financial aid FAQ for faculty would be helpful.
  - In the survey comments, advisors identified ongoing issues with students who were not taking responsibility for their own curriculum planning. Committee members suggested that the orientation confirmation letter contain information on preparing for registration. Members suggested that guidance counselors help high school students prepare for registration. Members suggested that advisors get a report following early registration telling them which advisees have not registered. Ms. Porter will coordinate a forum with advisors to discuss the student's role in registration.
- Advising for Retention – Ms. Porter will contact Noel-Levitz for information on their "Advising for Retention" training program.
- Online Registration – Dr. Weast updated the committee on online registration at Pitt Community College. Pitt uses a student planning module and smart registration module which allows advisors to approve a course or program of student that becomes the student's academic plan. The student can select a course in the plan, find an appropriate section, and register. Dr. Weast will move forward with purchasing these modules. Dr. Weast plans a video conference with Pitt on October 21, 2010, at 1:00.

- Final Registration Follow-up – Committee members reported no significant issues during final registration for Fall 2010.
- Spring 2011 Registration – Early registration is November 15-19, 2010. The committee discussed calling this priority registration. New student registration is after orientation on December 2. The committee discussed strategies to reduce wait times for students.
- Advising Web Site – Ms. Porter encouraged those sending reminders or documents related to advising to coordinate with her to update the page content.
- Next Meeting – Dr. Weast will invite the committee to the video conference with Pitt.

The meeting adjourned at 3:15 p.m.