

SOUTHWESTERN COMMUNITY COLLEGE

Committee: Academic Advising
Date: Wednesday, February 9, 2011
Time: 2:00 p.m.
Place: Bradford Conference Center

Members Attending:

Carolyn Porter - <i>Chair</i>	Thom Brooks	Eddie Lunsford
Linda Aiken - <i>Fac. Senate</i>	Jim Hippensteel	Barbara Putman
Scott Baker		Phil Weast

- Online Registration – Dr. Weast reports that we are in the process of purchasing the software modules required for online registration. He projects the system will be in place for Spring 2012 registration.
- Retention Alert – Dr. Weast reports that the Retention Alert module for Colleague should be up in June and ready to use for Fall 2011. This system will track academic and financial aid probations. Instructors will also be able to report issue in this system.
- Student Success Coordinator – Dr. Weast reported on Robin Whitley's efforts in this position. Instructors and advisors are sending referrals to Ms. Whitley. She has contact all of the students on academic probation.
- Strategic Planning – Dr. Brooks shared key elements of the Instruction and Student Services Strategic plan regarding advising. These points include:
 - Provide correct academic advising, effective planning, and appropriate referrals
 - Utilize technology tools to enhance advisor/advisee communication
 - Implement an online planning and registration system
 - Provide relevant professional development for advisors
 - Develop student responsibility for advising preparation and planning
 - Enhance transfer advising

The administrative team plans to hold student focus groups about online registration.

- Fall Training Follow-up – Ms. Porter thanked the facilitators and presenters of the Fall 2010 advisor training session.
 - Useful Reports in Colleague – presented by Ms. Deaver.
 - Tips and Tools for Advising as a Teaching and Learning Process – We agreed there were some good ideas in this NACADA webcast. We discussed whether it would be feasible to notify program coordinators when applications for their program are received. This would allow program coordinators to personally contact these applicants. We discussed other

options for reaching out to advisees such as Facebook, e-newsletters, and the X-EMAIL feature in Colleague.

- Student Responsibility and Advising Forum – Participants discussed the need for student's to easily access records about their progress in their curriculum. We discussed where in the process we need to educate students about their registration responsibilities. Online registration and a related ACA Course requirement will significantly change how students participate in curriculum planning. Ms. Porter proposed a video clip to guide students on preparing for registration.
- Student Success – NC NET – Dr. Kay McClenney – We discussed some of the key points of Dr. McClenney's presentation.
- Spring Training –
 - Understanding Adult Learners – NACADA webcast – February 2, 2011.
 - Behavior Matters – Scott Lewis – NC NET – January 28, 2011.
 - Ms. Porter will contact Melody Lawrence about update advisors on Financial Aid.
 - Ms. Porter will plan a training session on ways to communicate with your advisees, such as Facebook and e-newsletters.
 - Future – Consider offering an academic policies review forum for faculty in Fall 2011.
- Final Registration Follow-up – The weather added some challenges, but Committee members reported that no issues that needed to be address arose during final registration for Spring 2011.
- Summer/Fall 2011 Registration – Priority registration is April 11-15, 2011. Ms. Porter will again share Dr. Elizabeth Hayne's checklist for advisors, which was well received last semester. The Committee discussed limiting drop/add options for students.
- Advising Web Site – Ms. Porter encouraged those sending reminders or documents related to advising to coordinate with her to update the web page content.

The meeting adjourned at 2:45 p.m.