

**Southwestern Community College
Advising Committee Meeting Minutes
December 3, 2015 (11:00 am)
Balsam 253A**

Committee Members (Bold=In attendance): **Rebecca Branden**, Thom Brooks, **William Brothers**, **Barbara Connell**, Cheryl Contino-Conner, Cheryl Davids, Michael Despeaux, **Mark Ellison (Chair)**, **Mitchell Fischer**, David Jons, **Melody Lawrence**, Eddie Lunsford, **Angie Noland**, **Barb Putman**, Jay Sain, **Hilary Seagle**, **Jeanette White**

The committee reviewed a summary of the [online self-assessment](#) completed by 52 advisors in late October and early November (see Table I). Participants identified financial aid, UTAC/UGETC, testing and placement, career development opportunities for students and Colleague/Onbase as the primary areas where they needed additional training.

Table I: Summary of Advisor Responses to Online Self Assessment Indicating “I Know or Understand This Topic Area” and Areas Where Advisors Indicated They Most Need Training.

Area	% Disagree/strongly Disagree
Registration second session fin aid	66%
UGETC	64%
x2adv	58%
Career Development tasks	52%
where to find holds	43%
Testing center online resources	40%
Multiple Measures policy	40%
FA and withdrawal	40%
SAP	35%
Onbase	35%
I most need training:	percent
FA	59%
UTAC/UGETC	50%
Testing	44%
Career center	33%
Colleague	33%

Committee members discussed how to meet advisor training needs and developed the following plan to be implemented in the spring 2016 semester.

- A. **Career Services:** Michael Despeaux proposed offering information on career services and career development opportunities for SCC students at Arts and Sciences, Career Technologies and Health Sciences division meetings. Michael is contacting the deans to identify dates and times. **Goal: All sessions completed during the spring 2016 semester.**

- B. **Colleague & Onbase:** Hilary Seagle proposed offering information sessions on Colleague and Onbase at the Professional Development Day on Friday, January 29, 2016. The proposal has been sent to Bethany Emory, chair of the Professional Development Committee for discussion at the committee's December 9 meeting. **Goal: All sessions completed by February 1, 2016.**

- C. **Financial Aid:** Melody Lawrence will attend Arts & Sciences, Career Technologies and Health Sciences division meetings as well as visit the Macon campus in January and February to offer information sessions on financial information all advisors should know. One of these will be recorded and made available online. An information sheet will be created and available on the advising resources webpage. **Goal: All sessions completed by March 1, 2016.**

- D. **Testing and Placement:** Jay Sain proposed offering information sessions on testing and placement at the Professional Development Day on Friday, January 29. The proposal has been sent to Bethany Emory, chair of the Professional Development Committee for discussion at the committee's December 9 meeting. **Goal: All sessions completed by February 1, 2016.**

- E. **Universal General Education Transfer Course (UGETC)/University Transfer Advising Center (UTAC):** Information sessions on UGETC and the UTAC will be provided in Career Technologies and Health Sciences division meetings by Hilary Seagle and Barb Putman, and by Rebecca Branden on the Macon campus. **Goal: All sessions completed by April 1 (prior to registration for the summer and fall semesters which begins April 11).**

Two proposals for advising related training at Professional Development Day on January 29 in addition to those identified by advisors were discussed.

- A. Jeanette White proposed offering a session on STEM related careers and the grant she is now helping coordinate.

- B. Jim Falbo, Mechatronics/Electronics Engineering Technology Program Coordinator developed a Google Calendar advising tool for developmental courses and would like to raise awareness among advisors.

The proposals have been sent to Bethany Emory, chair of the Professional Development Committee for discussion at the committee's December 9 meeting.

Hilary Seagle indicated that a meeting needs to be set up for UTAC advisors, ACA instructors and selected program coordinators and advisors to discuss advising of AA/AS students who plan to transfer into bachelor's degree programs currently covered by an articulation agreement. Students transferring into bachelor's programs such as criminal justice, birth-kindergarten, parks and recreation and nursing can benefit from AAS articulation agreements currently in place between SCC and four year institutions. Hilary will talk with William Brothers and Mitch Fischer to determine appropriate coordinators and advisors to invite.

Goal: Meet during the spring 2016 semester.

Mark Ellison will send an email to advisors updating them on the training opportunities available in the spring 2016 semester based on their self assessment results.

The meeting concluded at 12:05 p.m.