

**Southwestern Community College
Advising Committee Meeting Minutes (Draft)
October 5, 2015 (3:00 pm)
Oaks 108**

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**, **Angelia Noland**, **Barb Putman**, **Jay Sain**, **Hilary Seagle**, Jeanette White

Discussion Topics

1. Welcome/Introductions/Purpose

The meeting started with introductions and a brief discussion on the mission/purpose of the committee and its inactive status in 2014-15. Members agreed that the purpose of the committee is to provide and support initiatives designed to improve the quality of academic advising at SCC.

2. Advising Resources Web page

(<https://www.southwesterncc.edu/academicadvising/advising-resources>)

Committee members were asked to review the academic advising resources web page and make recommendations on what should be included on this page. Recommendations included (name listed indicates person sending information to Mark for updating):

Contact information: Update wording to student contact information (Mark)

Advising Science & Math: Delete (Mark)

Testing: Additional placement test information included in this section (Jay)

Links for Advisors: Add College Transfer Pathways link (Hilary)

Advisor Resources: Add link to acronyms used at SCC (Barb)

Major & Student Resources: Add career center link (Michael)

3. Advising Training Session Topics

The committee discussed possible training session topics, delivery methods and timing. No consensus on the best method was reached, but options discussed included division meetings, professional development days and advising days. Agreement was reached to gauge the need and interest in training sessions using an advisor self-assessment. The self-assessment will be developed at an intermediate level using questions related to financial aid-Melody (6 questions), testing-Jay (4 questions), Colleague-TBD by Mark (3 questions), the career center-Michael (2 questions), and college transfer/UTAC/UGETC-Hilary (2 questions). Agreement was reached that the questions will be identified and emailed to Mark by October 12. Mark will then work with

Scott Baker to develop the online assessment/survey in Google Forms. When developed the draft assessment/survey will be distributed to the committee for review. Once finalized the self assessment will be sent to advisors via email by October 26. Included as part of the assessment will be a survey asking for advisors to identify training needs based on their assessment outcome.

4. SmarterMeasure

A brief discussion focused on SmarterMeasure. Uncertainty was expressed by a majority of committee members on what SmarterMeasure assessed and a need to know this to consider other options. The committee felt this was a topic better addressed by the Student Success Committee.

5. Proposed Advising Days (2016-17)

The proposal to include advising days in the academic calendar for 2016-17 was discussed and the options this may offer for advisor training as a small component of those days.

The meeting adjourned at 4:00 p.m.