

SOUTHWESTERN COMMUNITY COLLEGE

Committee: Academic Advising
Date: Monday, February 4, 2013
Time: 2:00 p.m.
Place: Burrell 203

Members Attending:

Carolyn Porter - <i>Chair</i>	Christy Deaver	Barb Putman
Melissa Allison-Brooks	Mitch Fischer	Jay Sain
Scott Baker	Eddie Lunsford	Phil Weast

- OnBase Document Management System – Dr. Weast reports that the OnBase Document Management System has been tested within the Health Science division. Student Services is now ready to open OnBase for the remaining divisions. The systems will allow access to imaged documents such as transcripts from high schools and other colleges, placement test scores, course substitution forms, and SAT scores. We will hold several short training sessions before registration opens for summer/fall.
- ACA 111 Follow-Up – There is interest in surveying advisors to see if student participation in ACA 111 has improved the advising experience for faculty and students. Dean Putman and Ms. Porter will collaborate to create a survey to administer after registration has been open a week or two.
- Fall Training Follow-up – The fall training sessions on Colleague 4.3 were successful as it appears advisors have transitioned to the new web-based system.
- Spring Training – The committee will present the following training topics:
 - Developmental Math Advising – There are still many unanswered questions about the system-wide testing instrument and placement so the sessions will be scheduled close to the opening of registration. Darlene Anderson and Mary Bradley will lead the training.
 - OnBase Document Imaging – Student services will present a few short session on this new software. This may also be an opportunity to discuss the multiple measure placement and/or review informer reports.
 - WCU Transfers – Dean Putman will contact Mr. Goss about repeating this session.
 - Financial Aid Update for Advisors – Ms. Porter will contact Ms. Lawrence about leading this session.
- Final Registration Follow-up – Committee members reported no significant issues during final registration for Spring 2013.
- Registration for Summer/Fall 2013 – Registration for Summer/Fall 2013 will open April 8, 2013. Ms. Porter will circulate the advising checklist and add a line to inform students of their major. Course schedules will be available March 15th.

The meeting adjourned at 2:45.