COMMITTEE MEETING MINUTES

Committee Name:	Advising Committee		
Members attending:	Jennie Ashlock, Dominique Barwatt, Rebecca Branden, Tyler Buchanan, William Clark, Cheryl Contino-Conner, Mark Ellison (Chair), Tori Ellison, Bethany Emory, Pamela Judson, Mary Lockey, Norrie Meus, Barb Putman, Jodie Waldroup		
Date of Meeting:	March 1, 2022 (Myers Auditorium)	Time:	4:00 pm
Meeting Purpose:	To promote proactive advising by creating policies, professional development opportunities, and educational materials designed to support advisors and increase student success.	Meeting Chair:	Mark Ellison
		Prepared By:	Mark Ellison

The committee met for approximately 30 minutes to discuss the work being done by each team.

Advisor Training, Mentoring and Social Team: (Jodie, Bethany, Pamela, Linda, Vicki, Norrie, Jennie, Tyler)

The team is working to put together advising best practices to be sent to advisors to help in the advising process. (The information has been included below that was emailed to advisors April 4)

The SCC Advising Committee collected SCC's best practices across all divisions. We hope the documents linked below will ensure all SCC students receive the same information during advising sessions and we're better able to serve those moving between programs. ***Please make copies of these documents and edit them with program specific content.***

During advising sessions, the ADVISOR GUIDE can help keep you on track so that you don't miss any important information.

The DURING ADVISING HANDOUT can be modified for your program to talk about "next steps" and cover important program information. We also encourage you to modify the UTAC documents as needed (contact Info on top) for SUMMER 2022 and FALL 2022 and print these handouts for your students.

Although there are many ways to follow up with students after advising sessions, this link will take you to a SAMPLE FOLLOW UP EMAIL. You may wish to borrow some of the "HOW TO" information contained in this POWERPOINT to answer student questions.

For those of you with competitive programs, the group felt this PROGRAM SPECIFIC HANDOUT would be a good template for helping students understand what it takes to be admitted to your program and/or compare programs for parallel pathways.

Finally, it is handy to have a list of contacts at the ready during advising sessions. This WHO TO CALL LIST was the best we've seen!

Advising Day & Registration Awareness Team: (Rebecca, Cheryl D, Gretchen, Eddie, Tori, Mark, C3)

The team met virtually February 16 to discuss how to promote the start of advising and registration. The following outreach methods will be utilized:

a. Sidewalk stickers & yard signs (if available put out earlier and change up messages as we get closer to the start of the semester
b. Texts, emails, and postcards to current students and applicants for summer/fall
c. Website and social media reminders
d. Ice cream day!!!! 4-4-22
e. Candy with a note about advising starting/how to contact advisor (Date TBD)
f. Cash money: # students enrolled by July 31 will be the amount students enrolled by that date and still enrolled after drop/add will be eligible for (up to $1,700) in a drawing. Early college and CCP students are not eligible and their enrollment numbers will not be counted in the total.
g. Got advised? Stickers for faculty/staff
h. Dancing sign holders (think people outside tax offices during tax season)

Student Development & Pathway Planning Team: (Barb, Dom, April, Mary, William, Danell, Kimi)

Focus: Identify ways to get students on the correct path to university or employment and identify ways to catch those who change their minds before finishing their degree.

Planning Ideas:
Develop Advisors List of Student Questions

What is the student's end goal? Starts conversation of the pathway.
How many hours per semester does a student want to invest? Starts conversation of how long it will take to complete a degree or credential.

Is the student's five year plan from ACA class still relevant? Starts conversation of revisiting goals and making the student aware of options they may now know about after becoming college savvy.

Does the student know about transfer options vs articulation agreements? Starts conversation of changing to transfer student or attending a uni that has articulation agreement with the program.

Develop cooperative advisors for Health Science or Career Tech students with UTAC/SSS advisors

Identify UTAC advisors to work with specific CTD students (maybe 3 groups) and other advisors to work with Health Science students. Example: Career Tech Business Student may have Will Clark (business admin), Dom (SSS), Jennifer Brooks (UTAC). Jennifer would get involved if student expressed interest in university and would be familiar with business administration programs
Develop way to better share electronic student documentation, progress toward degrees, plans with larger audience than one advisor.