

<b>Committee Name:</b>	Advising Committee		
<b>Members attending:</b>	Dominique Benson, Brad Bilsky, Rebecca Branden, William Brothers, Sayward Cabe, Cheryl Contino- Conner, Mark Ellison (Chair), Tori Ellison, Amanda Everhart, Stephen Hesselbirg, David Myers, Angie Noland, Barb Putman, Hilary Seagle, Jeanette White		
<b>Date of Meeting:</b>	January 24, 2017	<b>Time:</b>	2:00 p.m.
<b>Meeting Purpose:</b>		<b>Meeting Chair:</b>	Mark Ellison
		<b>Prepared By:</b>	Mark Ellison

**1. Discussion notes** *(add rows as necessary)*

- **Helping the Wandering Prospective Student:** David Myers brought up that he has met with a number of students who arrive on campus not knowing where to start and are being directed to the automotive program in his example, to start the enrollment process. These students do not appear to be starting in the enrollment area, but instead talking with individuals around campus who help, but either do not get enough information from the student to properly direct, or don't know where to refer them. Signage may be part of the issue since prospective students can now arrive on campus on the new road with the Summit Building being one of the first buildings they approach.
- **Advisor Checklist:** To help promote quality advising and identify several of the key advising issues that occur repeatedly Cheryl CC suggested that an Advising Checklist be developed to encourage advising best practices. Cheryl needs suggestions by Friday, January 27.
- **Academic Advising Satisfaction/Evaluation Survey:** To support the QEP, the Advising Committee has been asked by Thom Brooks to develop an advising evaluation/satisfaction questionnaire that would be distributed to students each spring. The suggested questions to include are needed by February 1.
- **Advising Excellence Award:** The committee is going to explore the possibility of developing an Advising Excellence Award to recognize outstanding advisors on an annual basis. It was suggested that the process for this award could mirror that of the staff award. A subcommittee comprised of Tori Ellison, Hilary Seagle and Mark Ellison will develop a plan and report back to the committee. It was suggested that requests for nominations could be sent in the same email with the academic advising questionnaire, giving students the opportunity to evaluate advising and simultaneously recommend an advisor for outstanding work. A suggestion was also made to include a link on the website that students could access year round.

- **Aviso Updates:** Cheryl CC reported that logistical hiccups are still being experienced with Aviso. Other updates included:
  - The system is now creating four new notes.
  - Tori Ellison and Dominique Benson are rock stars having more interaction with students compared to other Aviso advisors in the study.
  - The need to encourage more faculty and advisors to use the notes feature in Aviso since this is being used less here compared to other schools.
  - Academic alerts are going out next week.
  - The first week attendance alert has serious errors system wide where it did not always pulling correct program information (often pulling continuing education). Cheryl mentioned that students at SCC have too many open majors and advisors should withdraw a student from a program if adding them to a new one. By default the primary program is the first one entered. FTE is generated for the program first recognized. If the program is not correct FTE will not be counted for the appropriate program.

- **Advising Day 2017 (Tuesday, April 4):** Advising day again falls on the first day of registration during the spring semester which will eliminate the option of offering any training sessions. Because of a calendar change for the fall 2017 semester advising day will be on the first day of registration as well (Tuesday, November 7). The spring 2018 semester will be the first semester when advising day is not on the first day of registration allowing the opportunity to offer professional development sessions. Advising day will be Tuesday, March 27, 2018 and registration will start April 10.
- The committee (Mark) will email communication to students and advisors two weeks prior to registration (March 20) providing helpful tips. Mark will distribute a draft document to committee members by March 1.

- **Other updates:**
  - Cheryl CC informed the committee that SCC students average taking 8.9 semester hours each semester. Research studies have indicated that students who take 15 semester hours of work are most successful.
  - Barb Putman and William Brothers indicated that there was a noticeable uptick in the number of students requested to drop/add a course the week after this option closed. It was suggested that we need to better inform students about the drop/add time frame.

This is the current information about the Advising Committee's stated purpose from the SCC website. Advising of students is central to the college's mission. This cross-functional committee of staff and faculty meets regularly to discuss issues related to academic advising. The committee maintains a clearinghouse of best practices in academic advising, updates the college's advising manual, guides training for new advisors, and facilitates professional development for experienced advisors.

Here is a starting point for creating a mission statement for the advising committee. Please edit.

The advising committee fosters a culture of high quality advising through the development of policies, professional development programs and supporting materials that promote student achievement.