

Committee Name:	Advising Committee		
Members attending:	Jennie Ashlock, Dominique Benson Barwatt, Tyler Buchanan, William Clark, Mark Ellison, Tori Ellison, Bethany Emory, Pamela Judson, Norrie Meus, Barb Putman, Laura Allen, Linda Aiken , Danell Moses, Melissa Hyatt, Eddie Lunsford, Kimmie Walker, Kristan Blanton		
Date of Meeting:	Sept. 20, 2022 (Myers Auditorium)	Time:	3:00 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:	Dominique Benson Barwatt
		Prepared By:	Dominique Benson Barwatt

- I. Introductions
- II. Sub Committees

- a. Advisor Training, Mentoring, and Social Team: (Bethany, Pamela, Linda, Vicki, Norrie, Jennie, Tyler)
- b. Advising Day & Registration Awareness Team: (Dom, Kristan, Rebecca, Cheryl D, Gretchen, Eddie, Tori, Mark)
- c. Student Development & Pathway Planning Team: (Barb, April, Mary, William, Danell, Kimi)

If you are not on a subcommittee and would like to join one please email me @d_benson@southwesterncc.edu

- III. Sub Committees updates

Sub Committees Updates

Advisor Training, Mentoring and Social Team

Bethany Emory-Project Advising Academy- **This will be the committee's focus this semester.**

Committee homework for December- **Dominique to email when the Advising Academy module is ready for review.**

Mentoring Model that works? **Committee members to research advising mentor models and bring information to the next meeting.**

Advising Day & Registration Awareness Team

Advising Day is on Oct. 25th

Communication with Students

- 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. Will we do a drawing like last year? **Yes, funds are available.**

Communication with Advisors

Emails that include the SCC Advising Committee best practices across all divisions. The hope is that using the committee's documents will ensure all SCC students receive the same information during advising sessions, and we're better able to serve those moving between programs.

Documents included are:

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 discuss "next steps" and cover essential program information. We also encourage you to modify the UTAC documents as needed (contact Info on top) for SPRING 2023. 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**.

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.

Do any of these documents need to be updated before the email goes out? **Advisor Training, Mentoring, and Social Team.** **Yes, documents need to be updated. Dominique updated and the documents will be emailed to all advisors before advising day and can be located [here](#). Documents are to be linked to AVISO for access too.**

Student Development & Pathway Planning Team

SELF SERVICE Update -Danell

TIA team met last week for a demo. Self-Service moving forward, so this sub-committee is on hold.

Other Items:

EA to YEA and updated PDF with enrollment dates.