

SOUTHWESTERN COMMUNITY COLLEGE

Committee: Advising
Date: January 30, 2009
Time: 9:30 a.m.
Place: Founders Hall, Room 117

Members Attending:

Carolyn Porter - <i>Chair</i>	Christy Deaver	Debra Klavohn
Thom Brooks	Delia Frederick	Barbara Putman
Matt Cass – <i>Fac. Senate</i>	Connie Gregory	Jan Smith
Gene Couch - <i>Ex-officio</i>	Patty Kirkley	Phil Weast

- Fall Training Follow-up – Carolyn Porter thanked the presenters of the Fall 2008 Advisor Trainings. In general, sessions were well attended. Christy Deaver reported that there are fewer faculty members that need basic training in Colleague, so this training will only be scheduled as needed for new hires.
- Advisor Training Needs Survey – Ms. Porter distributed the results of the Advisor Training Needs Survey administered in November 2008. Advisors expressed the most interest in training in understanding reports in Colleague, financial aid, and in sharing best practices in advising. Advisors also had significant interest in training in academic policies, community resources for students, and advising developmental students. Ms. Deaver stated that all instructors would need training in grade entry in WebAdvisor.
- Spring Training – The committee will coordinate the following training events for Spring 2009:
 - Shared Best Practices for Advisors – Thom Brooks, Delia Frederick, and Carolyn Porter will plan this training.
 - Financial Aid - Ms. Porter will contact Melody Lawrence and Suzanne Gregory about this session.
 - Online Grade Entry – This training will be for instructors, not just advisors. Ms. Deaver will plan this session.
- Pre-registration/Final Registration Follow-up – Committee members reported that the Pre-Registration and Final Registration for Spring 2009 went well. Mr. Weast reported no significant issues with the pre-requisite/co-requisite checking feature. Mr. Weast requested that we remind advisors that they should not register students for classes when they are missing a pre-requisites/co-requisites even if Colleague allows registration. Matt Cass suggested that students need information on how to prepare for their advising appointment. Ms. Porter suggested a student oriented web page to guide students for pre-registration similar to the one in place for new student registration.

- Advising Web Site – Advisors have responded positively to the revisions to the Advising web pages. Ms. Porter encouraged those sending reminders or documents related to advising to coordinate with her to update the page content. Ms. Porter will add the Academic Forgiveness form to the site.
- Computer Literacy Placement – Dr. Brooks will share information about the new computer literacy placement test at the Instructional Services meeting this semester as well as by memo.
- Online Grade Entry – Ms. Deaver and Dr. Weast reported that they will test online grade entry with WebAdvisor for some of the first session classes. They plan to have online grade entry for all classes ending in May. Ms. Deaver will lead training for instructors on this topic.
- Entry after Census Date – Barbara Putman reported that she is seeing more students who have registered for class but have not attended before the census date. Late entry into courses is an issue for student success and retention, as well as FTE. Committee members identified late entry as an issue for both online and traditional courses, as well as concurrent enrollment students. The committee suggests that the need for students to start their courses in a timely manner is emphasized in orientation and in advising. Dr. Putman and Dr. Weast will add a statement to the catalog. The Distance Learning Committee plans to review this issue for online students.
- Next Steps – Ms. Porter will contact those identified to lead training sessions to set dates.
- Next Meeting – Friday, April 3, 9:30 a.m.

The meeting adjourned at 10:25 a.m.