

SOUTHWESTERN COMMUNITY COLLEGE

Committee: Academic Advising
Date: Friday, February 12, 2010
Time: 9:30 a.m.
Place: Founders Hall, Room 133

Members Attending:

Carolyn Porter - <i>Chair</i>	Christy Deaver	Barbara Putman
Thom Brooks	Connie Gregory	Phil Weast
Gene Couch, Ex-officio	Jim Hippensteel	

- Online Registration Update –
 - Carolyn Porter summarized the current status of our online registration initiative.
 - The committee held an open forum on online registration. Advisors attending were in favor of moving to online registration. Minutes from the forum are available on the SCC web site.
 - Administrators and staff have developed a plan to implement online registration.
 - This semester, Phil Weast's team is working to ensure Colleague is reporting the correct information to students. Dr. Weast reported on a number of issues. Ongoing issues of concern include reconciling the EVAL report with the course of study, and ensuring accurate pre-requisite and substitution reporting.
 - Over the summer, a team will work on the processes and procedures for online registration.
 - By fall semester, select advisors will begin testing the online registration process with students.
 - Dr. Weast reported that a feature that was allowing some advisors to register students for courses they did not have pre-requisites for has been corrected. His team is still working to resolve some ongoing issues with pre-requisite reporting.
 - SCC cannot add course to programs of study for past years. Dr. Weast will try to determine how many students are studying under older program listings and are likely to be affected by this issue.
 - His team is also working to correct an issue that was allowing students to register without an application on file.
 - There will be no more petitions required for Health Science courses.
 - We need to ensure that course substitutions are submitted by advisors and entered by the Registrar's office before the next registration cycle.
 - EVAL will not recognize courses that students have transferred into SCC, if that course is not one SCC teaches.
 - A site visit to two WNC colleges that are using online registration is planned.

- Fall Advisor Training Follow-up – Ms. Porter thanked the facilitators and presenters of the Fall 2010 advisor training session.
- Spring Advisor Training – The committee plans to offer the following training events for Spring 2010:
 - *Taking the CPT* – Barb Putman and Mary Bradley will lead advisors through an actual CPT test. Advisors will have an opportunity to try other tests on their own.
 - *Financial Aid Update* – Melody Lawrence will update advisors on financial aid. She will discuss the availability of Pell Grants for summer, and the needs of those receiving Veterans Administration aid.
 - *Email Lists for Advisors* – Carolyn Porter will coordinate with the Computer Center staff to see if training on generating e-mail lists of advisees is possible.
- Notifying De-Registered Students – Christy Deaver reported that she is working on notifying students by e-mail that they have been deregistered. She is also planning to test a purge for pre-requisites between terms.
- Pre-registration/Final Registration Follow-up – Committee members reported no significant issues during pre-registration and final registration for Spring 2010.
- Summer/Fall Registration - Registration for Summer/Fall 2010 courses begins April 12.
- Advising Web Site – Ms. Porter encouraged those sending reminders or documents related to advising to coordinate with her to update the advising web site.
- Next Meeting –If the committee chooses to meet again, Ms. Porter will set a new meeting date and time.

The meeting adjourned at 10:30 a.m.