

<b>Committee Name:</b>	Advising Committee		
<b>Members attending:</b>	Jennifer Ashlock, Dominique Benson, Sayward Cabe, Cheryl Contino-Conner, April Copeland, Mark Ellison (Chair), Tori Ellison, Amanda Everhart, Mary Lockey, Kimi McMahan, Hilary Seagle, Crystal Snover, Vicki Todd, Kimi Walker, Jody Woodring		
<b>Date of Meeting:</b>	December 4, 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)*

- Scott Baker provided an overview of the **Self Service software** that will eventually replace Web Advisor. The software is more user friendly, presents information in formats that are more clear, and provides the opportunity for students to self register should the institution decide to offer this option.
- Notes currently in Aviso can be downloaded to Colleague and then uploaded to Self Service.
- The financial aid component of Self Service will be rolled out during the spring semester.
- Students will be able to take more ownership of registration starting with the Fall 2019 semester.
- Questions asked included: 1) Why will students need to meet with an advisor? 2) Will it be a timesaver initially? 3) Can it be turned off during drop/add? 4) Will there be automatic notification when a student receiving financial aid registers for a class not in their program of study? 5) When a student selects a class that is pending approval by their advisor is the seat "held" or is it like an online shopping cart?
- Advising Day (Spring 2018) Discussion focused on professional development that can be offered on Advising Day in the spring semester.
- Suggestions for the timing were first thing in the morning, lunch or late afternoon. It was suggested that a couple of sessions be offered, one focusing on appreciative advising, the other on Self Service if it is ready to be revealed. Concern was expressed that an early morning time frame would not work for the UTAC because they have advisors who will only be working in either the morning or afternoon, and for the lunch timeframe because of increased student traffic at those times. A suggestion was made to offer a student track as well that focused on career planning with Jodie and Mike. The committee (Mark) will send an email to advisors requesting their feedback on which of the six phases of appreciative advising they would like to learn more in depth.