

Advising Meeting Minutes ~ Wednesday, November 8

Attended: Phil Weast, Barb Putman, Gene Couch, Eddie Lunsford, Cheryl Contino-Conner

► Cheryl handed out the general results from the faculty/staff self assessment advising survey taken on professional development day. Delos is working on creating a database that will track results on a year to year basis. This information will be used to develop useful advisor training and development workshops.

► Cheryl handed out the current editions of the student and faculty/staff advising updates. A rich conversation developed regarding the bookstore and the timing in which students can purchase spring books. Due to inventory, book ordering and book returns Jennifer has asked that we not advertise spring book purchases during the fall semester. The committee could not agree on this process, so Jennifer will be asked to attend the next IASS meeting for further discussion.

► Cheryl also handed out a "Best Practices in Advising" Guide which was developed at the last advisor training. This guide will be placed on the advising web site and distributed at the IASS end of semester meeting.

► The remainder of the meeting was spent reviewing parts of the new colleague system. Phil Weast facilitated this portion of the meeting. Discussion occurred regarding the number of training sessions necessary to properly train college employees. Trainings will occur in phases. Loading of information, registration and transcript preview were given as examples of sessions. The group agreed that SSS would be trained in the first round so staff could assist in future trainings. College staff and faculty will begin training in January.

Things to do before conversion: secure "print screen key" access for advisors. Advisor inventory ~ status of their advising folders.

► Next advisor training ~ Friday, December 1 from 1:00-2:00.

Submitted:
November 21, 2006
C.Contino-Conner