

SOUTHWESTERN COMMUNITY COLLEGE

Committee: Advising
Date: October 1, 2008
Time: 2:00 p.m.
Place: Bradford Hall Conference Center, CC100

Members Attending:

Thom Brooks	Delia Frederick	Eddie Lunsford
Matt Cass- <i>Fac Senate</i>	Connie Gregory	Barbara Putman
Gene Couch, (ex-officio)	Patty Kirkley	Jan Smith
Christy Deaver	Debra Klavohn	Phil Weast

Opening

Carolyn Porter recognized the 2007-2008 Advising Committee for their work. Ms. Porter recognized Cheryl Contino-Connor for her leadership of the committee for the past three years.

Ms. Porter briefly reviewed the CCSSE survey results on advising. SCC scored well in all areas.

Ms. Porter asked whether the NACADA membership should be continued. She will confirm SCC's membership status and use of the membership.

Training

The first advisor training was MySCC Portal Training on September 8, 2008. Thanks to Phil Weast and Patty Wall for facilitating this training.

The second training event will be on pre-Requisites co-requisites, and waivers on October 30, 2:00, Bradford 100. Deans Brooks, Klavohn, and Putman will coordinate this training.

The third training event will be basic and advanced Colleague training. It is likely the advanced training will focus on the degree audit feature. This training will be the week of November 3-7. Christy Deaver will schedule and lead this training.

The fourth training event will be a workshop on understanding the Accuplacer College Placement Test (CPT). Jan Smith and Dean Putman will schedule this training during the week of October 20-24.

Pre-Registration Planning

Advising Update for Students and Advisors – Ms. Porter will prepare and send.

Payment/Hours Sheet – Phil Weast will prepare and distribute.

Orientation Completion Letter – Mr. Weast will send next week.

Pre-Registration Contact Sheets – Mr. Weast will prepare and distribute.

Next Steps

Training leaders will confirm session titles, descriptions, dates, times, and locations with Ms. Porter by Wednesday, October 8, 2008.

Ms. Porter will update the Advising web site with current information.

Next Meeting

The next meeting of the committee will be on Monday, December 1, 2008, 3:00 pm.

The meeting adjourned at 2:55 p.m.