

SOUTHWESTERN COMMUNITY COLLEGE

Committee: Academic Advising
Date: Monday, September 26, 2011
Time: 2:00 a.m.
Place: Founders Hall, Room 121

Members Attending:

Carolyn Porter - <i>Chair</i>	Thom Brooks - <i>Ex-officio</i>	Christy Deaver
Melissa Allison	William Brothers	Phil Weast
Scott Baker		

- Membership – Carolyn Porter thanked 2010-2011 committee members Linda Aiken and Connie Gregory for their service to the committee. Melissa Allison and William Brothers will serve on the committee for 2011-2012. Diane English will be the Faculty Senate representative.
- Mission – Ms. Porter briefly reviewed our mission statement and goals as a committee. To support academic advising, the committee will address issues in advising and provide training opportunities for faculty. We recognize the importance of quality advising to improving student retention. When surveyed, our students continue to report high levels of satisfaction with the advising they receive at SCC.
- Retention Alert – Phil Weast reports that the Retention Alert system implementation this fall has been successful. Over 140 cases have been created. Dr. Weast plans to offer additional training on the Retention Alert module this fall.
- eAdvising Update – Dr. Weast plans to begin testing eAdvising next semester. Before eAdvising can be implemented, academic planning needs to be integrated into the student experience. There was additional discussion of the need for enrollment counseling for students to ensure they are clear on their goals and program of study before they meet with advisors.
- Conduct Management Tracking – Dr. Weast reported that the college plans to begin using a Colleague module to track student conduct and behavioral issues. The use of this module will allow us to identify and track behavioral patterns, including academic dishonesty. Training on this module is likely to be part of the January professional development day program.
- Spring Training Follow-up – Ms. Porter thanked the facilitators and presenters of the Spring 2011 advisor training sessions.
- Advisor Training Needs Survey – Ms. Porter distributed the results of the Advisor Training Needs Survey administered in September 2011. The survey addresses a number of policy and procedure topics. About half of the surveyed advisors felt that training was needed on the topics presented, which probably reflects the

varied experience levels of our faculty. The committee will present training to address these needs.

- Fall Training – The committee will coordinate the following training events for Fall 2011:
 - *Academic Policies and Procedures* – Dr. Weast, Christy Deaver, Dean Barbara Putman, Dean Scott Baker, and Dean Debra Klavohn will be panelist for this training.
 - *Retention Alert* – Dr. Weast will coordinate this training.
 - *Colleague User Update* – Ms. Deaver will present a review of Colleague for our less experienced faculty prior to November registration.
 - Note – Since our meeting the Professional Development Committee has notified me that they will coordinate two financial aid training sessions this fall.
- Planned Spring Training – Ms. Porter will identify an appropriate NACADA webinar or panel for spring.
- Training New Advisors – The committee discussed training for new advisors. Members felt that the current policy to assign mentors to train new faculty members is working well. Ms. Deaver's Colleague User Update will help new faculty by reviewing Colleague before pre-registration.
- Student Focus Groups – Dr. Brooks reported that the Student Success committee may conduct focus groups using the CCCSE template. He suggested that this committee collaborate with the Student Success committee on those focus groups so that questions about advising are included.
- Advising Web Site – Ms. Porter reported that the advising web pages were removed during the recent change to a content management system. The legacy pages were temporarily made available during Final Registration. Ms. Porter will work with IT to recreate those pages in the new system in time for November registration.
- Final Registration Follow-up – Committee members reported no significant issues during final registration for Fall 2011.
- Priority Registration – Priority Registration will be November 14-18. Ms. Porter will circulate the advising checklist.

The meeting adjourned at 2:45 a.m.