

Academic Advising Committee Minutes
Tuesday, April 13, 2010
Pioneer Room, Memorial Union

Dr. Patricia Griffin, Chair
*Dr. Krisztina Bencze
*Dr. Carol Borchers
*Ms. Tricia Cline
Ms. Maggie Denning
Ms. Nanette Fitzhugh

*Ms. Judy Getty
*Dr. Linda Hyatt
*Mr. Dennis King
Ms. Dianna Koerner
*Dr. Joey Linn
Dr. Art Morin

Ms. Sabrina Reed
*Ms. Rebecca Sander
*Ms. Jean Anna Sellers
Ms. Debbie Staab
*Mr. Tyler Thompson
Ms. Lisa Treece

*Not in attendance

Call to order

The meeting was called to order at 10:00 AM by Dr. Patricia Griffin.

Approval of Minutes from March Meeting

Art Morin moved to approve the March meeting minutes; Nanette Fitzhugh seconded the motion. Motion approved.

Majors Fair Recap

Sabrina Reed presented a recap of the Majors and Graduates Programs Fair held March 9th.

Majors Fair Survey:

42 faculty members responded to the survey, many supported opening it up to the community

4 students responded to the survey asking for more signage and advertising, one student recommended to hold the Majors Fair on a Sunday

Summary of 29 departments whom participated:

8 graduate programs

128 faculty and staff members

42 students

Student attendance:

10:00 am to 11:00 am	0
11:00 am. to 12:00 pm	13
12:00 pm. to 1:00 pm	9
1:00 pm to 2:00 pm	9
2:00 pm to 3:00 pm	11

Additional planning for the 2011 Majors and Graduate Programs Fair:

- Include high schools within 30 minute radius, community college, and public
- Book rooms in the summer
- Send "save the date" letter/email to High School Counselors and community job search agencies in the Fall
- Advertise on radio, TV (channel 8)
- Advertise on front of AACE Web site
- Add to Master Calendar
- Scroll event on union television
- Have signs in hallway
- Send emails sooner
- On map, put "you are here" where students are when they walk in
- Dr. Patricia Griffin will talk to Trisha Cline about possibly combing the Majors Fair with Tiger Mania which targets mostly SO's and JR's
- The Fair will continue to be held annually at the university

Advisor Professional Development

Dr. Patricia Griffin asked the committee to compile a list of ideas for Advisor Professional Development:

- Department trainings, focus on generic questions student may ask
- Career Exploration sessions
- TigerConnect/ParentConnect trainings

Advisor survey

Dr. Patricia Griffin previewed the faculty survey which is being created in Student Voice: FHSU Faculty Survey of Academic Advising. The survey will go active April 19th and will stay active until May 19th. Dr. Patricia Griffin will contact Student Voice regarding errors the committee found on the survey. Dr. Patricia Griffin will send an announcement to all advisors informing them about the survey prior to when it goes active and how long it should take to complete. The announcement will be included in the TigerExchange April newsletter. The survey is not applicable to all advisees.

Dr. Patricia Griffin asked the committee to compile a list of areas students can explore to send to Student Voice:

- Educational Plans
- Career Exploration
- Advisees
- Career Services
- Financial Assistance/SFS
- TigerConnect/ParentConnect
- Office of Student Assistance
- Tiger Connect/Parent Connect
- Scholarships (keep separate)
- Institutional Policies
- Degree Analyst (add under Educational Plans or Institutional Policies)
- Advising Handbook
- Web Resources
- Technology
- Registrar's Office
- Transfer
- OC, VC, or Both
- Generic questions
- "I'm interested in...(list a department or area)"

Items for consideration

University Policies

Diane Koerner suggested when there is a policy change within a department, all faculty and staff need to be informed.

Announcements:

- Tiger Exchange Newsletter
 - April Issue
- Spring T.I.G.E.R. Series Workshops for Faculty & Staff
Wednesday, April 14, 2010
12:00 PM - 1:00 PM T.I.G.E.R. 107: ACADEMICS 101: Pre-Enrollment Training for Faculty
MU Pioneer Room

Adjourn

The meeting was adjourned at 10:45 AM.