

**Academic Advising Committee Minutes**  
**Monday, February 22, 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 11:00 AM by Dr. Patricia Griffin.

Approval of Minutes from October Meeting

Dr. Linda Hyatt moved to approve the October meeting minutes with change noted; Jean Anna Sellers seconded the motion. Motion approved.

Majors and Graduate Programs Fair

Sabrina Reed presented details of an upcoming Majors and Graduate Programs Fair hosted by the Academic Advising Career Exploration Center and sponsored by the Office of Students Affairs and Provost Office. The Fair will be held on Tuesday, March 9 from 10:00 AM to 3:00 PM in the Memorial Union Ballroom. Sabrina has met with department Chairs and asked them for faculty participation. The intent of the Fair is for FHSU students to see what majors and graduate programs are available. Prize drawing for attendees will be held for a Sony Reader, Garmins and FHSU prizes.

Online Advising Notes System

Dr. Patricia Griffin introduced the creation of a new online advising notes system that will be given to the portal development team in June. Faculty will be able to search for a student file from the faculty portal. This system will provide instant access to notes from all advisors (past and present). Discussion was held. A list of items was compiled to include in the system:

- Academic Appeals
- Admission Status
- Attachment of Word document/Excel file
- Career Services Acct.
- Code Academic and Financial Probation/Suspension
- Degree Summary
- Email Capture/Messaging
- Enrollment Dates
- Enrollment Hold
- General Education Coursework
- Major Change
- Note Security-tied to department code/advisor
- Privacy
- Program of Study
- Referral Services-code and keep date
- Schedule Change
- Transcript
- Transfer Work/Audited Yes or No

These items will be discussed with the portal development team and prioritized into different categories. Dr. Patricia Griffin will visit with Jackie Ruder and report to the committee next meeting.

Items for consideration

Student Voice, new advising survey software starting March 1<sup>st</sup>

Professional Development Calendar

Announcements:

- Tiger Exchange Newsletter  
*<http://www.fhsu.edu/aace/newsletters/tiger-exchange-newsletters/>*
  - February Issue
  - March Issue
  - April Issue

- Spring T.I.G.E.R. Series Workshops for Faculty & Staff  
*<http://www.fhsu.edu/aace/tiger-workshops-for-faculty-and-staff/>*

Thursday, February 18, 2010

12:30 PM – 1:30 PM T.I.G.E.R. 105: Working with International Students and Disabled Students

MU Pioneer Room

Wednesday, March 3, 2010

12:30 PM – 1:30 PM T.I.G.E.R. 106: Recognizing Students in Crisis

MU Trails Room

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

- Next Meeting: Tuesday, March 23 10:00 AM – 11:00 AM  
MU Pioneer Room

Adjourn

The meeting was adjourned at 12:00 PM.