Academic Advising Committee Minutes Tuesday, April 26 Pioneer Room, Memorial Union

*Dr. Kathleen Arano Dr. Krisztina Bencze *Ms. Joleen Briggs Ms. Nikki Brown *Dr. Jeff Burnett Ms. Tricia Cline *Ms. Maggie Denning Ms. Nanette Fitzhugh *Ms. Judy Getty Ms. Morgan Roberts Dr. Jean Anna Sellers Ms. Debbie Staab *Mr. Kim Stewart

*Ms. Lisa Treece

Dr. Patricia Griffin, Chair

*Not in attendance

Call to order

The meeting was called to order at 3:30 PM by Dr. Patricia Griffin.

Approval of Minutes from February Meeting

Dr. Jean Anna Sellers moved to approve the April meeting minutes; Ms. Morgan Roberts seconded the motion. Motion approved.

Items for discussion

Advising Notes Updates

Implementation of the advising notes system is moving forward.

The following are items still being developed:

°Graduate test scores and Graduate Program of Study. Dr. Patricia Griffin has visited with Dr. Tim Crowley about possibilities for these items.

°Students on financial aid and/or academic suspension appeals. Advisors will have access to see if a student is on an appeal.

By next Spring 2012, a group of advisors will pilot the advising notes system. Current student information and new student information will be accessed. Campus training, collection of data and suggestions will take place. The advising notes system will be activated Summer/Fall 2012. Faculty will access the advising notes system through the faculty portal.

- Online Course Schedule
 - Faculty and students will have sort ability by lower and upper division course number.
- Catalog System
 - Discussion was held on possibilities with categorizing courses in the catalog system.
- Majors and Graduate Programs Fair
 - Ms. Nikki Brown presented a recap of the FHSU Majors and Graduates Programs Fair held March 1st. The Fair had a great turn out with student attendance at 258, much greater than student attendance from last year at 42. Student response of 258 whom attended, 234 students completed the survey with very positive feedback. Faculty response of 200 whom participated, 42 completed the survey.

The following is a list of suggestions for next year:

- °Focus on educating faculty on benefits for students attending the Fair
- °Ask faculty to take time with planning and setting up their tables
- °Sort surveys by classification

- Handout: FHSU Student Evaluation of Academic Advising University Results
 For the last six years, the number of evaluations completed has been very inconsistent.
 This year, 4000 students logged into the survey, however, only 650 were completed. The survey is shut off on February 28. Department Chairs will have access to survey information by April 1st.
- FHSU Student Evaluation of Academic Advising Data Collection for next year Dr. Patricia Griffin asked the committee for suggestions on how to target market our student body for data collection next year, preferably after 20th day enrollment. The following is a list of suggestions:
 - °Send faculty reminders
 - °Visit students in class
 - °Utilize media such as YouTube
 - °Post on Blackboard
 - °Utilize Poster route
 - °Host a 2-day booth

Announcements

- NACADA Award Winner Dr. Jeff Burnett. Dr. Jeff Burnett will be attending the national meeting.
- Deadline for Edmund Shearer Faculty Advising Awards May 16, 2011 to the deans.
- Early IQ Pilot for F11 Retention Initiative. Introduction sessions are currently being held at the university. A group of selected Instructors will pilot the program prior to starting in the Fall.
- The Parent Portal will go live March 2012.
- Online Syllabus The same company working on the Parent Portal is working on an online syllabus which should be completed before school starts in the Fall.

Adjourn

The meeting was adjourned at 4:30 PM