Academic Advising Committee Minutes Tuesday, February 22, 2011 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 2:00 PM by Dr. Patricia Griffin.

Approval of Minutes from November Meeting

Ms. Nikki Brown moved to approve the November meeting minutes; Ms. Debbie Staab seconded the motion. Motion approved.

Virtual College students pre-enrollment update (continual pre-enrollment)

Starting this Spring 2011, for Fall 2012 pre-enrollment, virtual students will have access to continual pre-enrollment.

Items for discussion

Advising Notes Updates

Dr. Patricia Griffin presented updates with the new online advising notes system including a list of items/links compiled by the committee in November. The latest version can be accessed at: https://secure.fhsu.edu/faculty_portal_test/advising_tracks.aspx

Additions to Advising Links:

Degree summaries, faculty will no longer have to use Tiger Enroll to view a student's degree summary

Transcripts (unofficial), faculty will no longer have to use CICS to view a student's transcript. Equivalencies will not show on the advising system.

Items still being worked on:

Admission status, Travis Taggart is in the process of narrowing down codes for students who are currently enrolled. There may be a possibility of using a hover button that will display code information.

Referral type, some items are still being added.

Graduate test scores and Graduate Program of Study, Dr. Patricia Griffin will take a look at processes and visit with Dr. Tim Crowley about possibilities for these items.

Freshman and Transfer Pre-enrollment schedule

Transfer pre-enrollment will operate different this year, with the addition of an extra day and new schedule. Each day will have two scheduled sessions. More information on the new schedule will soon be sent to faculty and staff. Ms. Tricia Cline talked about the transfer pre-enrollment changes this year and asked the committee for feedback from their departments.

Majors and Graduate Programs Fair

Ms. Nikki Brown talked about the upcoming 2nd Annual FHSU Majors and Graduate Programs Fair to be held on March 1st in the MU Ballroom from 12:00 PM – 6:00 PM. There is 100% participation from departments. Audience expectation is greater than last year due to more media output and community wide involvement. Nikki encouraged the committee to hang posters and remind their students to attend the Fair. Nikki asked the committee for feedback from their departments about the Fair.

• FHSU Student Evaluation of Academic Advising (closes February 28)

The FHSU Student Evaluation of Academic Advising opens March 1 and closes February 28 each year. Participation from students is way down from last year. Currently, we have approximately 600 students who have filled out the evaluation and we had 2048 students last year. 56% of the students filling out the evaluations are virtual students. Dr. Patricia Griffin asked the committee to remind students to fill out the evaluation as faculty would like feedback, good and bad.

Items for consideration

Web Now

Dr. Patricia Griffin will contact Cheryl Helget and address issues in regards to Web Now, such as licensing, speed, and viability.

Navigator Award and Edmund Shearer Award

Faculty information for the Navigator Award should be sent from the SGA Office. More information will be sent for the Edmund Shearer Award from the Provost's Office.

Announcements

• Tiger Exchange Newsletter

Spring Issues: February, March, April

The February issue can be viewed at: http://www.fhsu.edu/aace/newsletters/tiger-exchange-newsletters/

Spring T.I.G.E.R. Series Workshops for Faculty & Staff

Wednesday, February 23 12:30-1:30 PM MU Pioneer Room

TIGER 106: TigerConnect and ParentConnect

Presenters: Shana Meyer, Kaley Klaus and Tisa Mason

Wednesday, March 2 12:30-1:30 PM MU Pioneer Room

TIGER 107: Using TigerTracks in Advising

Presenter: Patricia Griffin

Wednesday, March 9 12:30-1:30 PM MU Trails Room

TIGER 108: Advising Student Athletes Presenter: Patricia Griffin and Carolyn Bird

Wednesday, March 16 12:30-1:30 PM MU Trails Room

TIGER 109: Financial Aid and Student Fiscal Services

Presenters: Craig Karlin and May Schumacher

Thursday, April 7 12:30-1:30 PM MU Pioneer Room

TIGER 110: Freshmen and Transfer Pre-Enrollment Training for Faculty

Presenter: Patricia Griffin

Wednesday, April 13 12:30-1:30 PM MU Pioneer Room

TIGER 111: Plan B Presenter: Nikki Brown

Next Meeting

March 15 @ 3:30 PM - Pioneer Room

Adiourn

The meeting was adjourned at 3:00 PM.