Academic Advising Committee Minutes Tuesday, March 23, 2010 Pioneer Room, Memorial Union

Dr. Patricia Griffin, Chair Ms. Judy Getty Ms. Sabrina Reed Dr. Krisztina Bencze *Dr. Linda Hyatt *Ms. Rebecca Sander *Dr. Carol Borchers *Mr. Dennis King *Ms. Jean Anna Sellers Ms. Dianna Koerner *Ms. Tricia Cline Ms. Debbie Staab *Ms. Maggie Denning Dr. Joey Linn *Mr. Tyler Thompson Dr. Art Morin Ms. Nanette Fitzhugh 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 February Meeting

Debbie Staab moved to approve the February meeting minutes; Judy Getty seconded the motion. Motion approved.

Majors Fair Recap

A survey was sent to faculty, staff and students who participated in the Majors Fair. Discussion will be held at the next meeting in April.

FHSU Student Evaluation of Advising Results March 2009-February 2010

Handout: ACADEMIC YEAR 2010 OVERALL SUMMARY Handout: ACADEMIC YEAR 2009 OVERALL SUMMARY

Discussion was held in regards to item 10, "I UNDERSTAND THE PROCESS TO CHANGE MY MAJOR" and item 11, "I UNDERSTAND THE PROCESS TO CHANGE MY ADVISOR". A list of suggestions was compiled on what could be done for faculty and staff to better understand these processes:

Automatic Text Messaging

Use automatic text messaging for crisis situations only. Explore this option and visit with Kent Steward. Evaluate next year by looking at academic year 2011 overall summary.

Change Major/Change Advisor

Visit with the web development team about designing instruction buttons listed below TigerTracks, Online Services, choose processes "how to change a major" and/or "how to change an Advisor". Contact academic leadership for suggestions. Send information to students to let them know how to make changes.

Orientation Course

Hold a campus wide orientation course and talk about issues such as changing majors, switching advisors and other issues.

Discussion was held in regards to item 6, "MY ADVISOR DISCUSSES CAREER OPPORTUNITIES IN MY FIELD OF STUDY". A list of suggestions was compiled on what could be done with this information.

Professional Development for Faculty

Search out faculty willing to serve as mentors and hold trainings. Break down professional trainings by departments.

DISCOVER Training for Faculty

Introduce DISCOVER to faculty. Invite faculty to attend a training process and provide certificates. The training process includes a 3-session mimic of what a career counselor does with a student going through the career process. DISCOVER tokens and instructions may be sent to faculty prior to the training.

Advising Survey

Develop an advising survey that will code faculty using Student Voice. Use the same format as the "academic year overall summary".

TigerEnroll, "Advisor Waiting on Student"

Develop a university policy for when the "Advisor Waiting on Student" option is pending on a student's schedule. Visit with the web development team to create an option to send a student an email from the system directly after the option "Advisor Waiting on Student" is selected. Visit with web development team about needing more time allowed when logged into TigerEnroll. Develop a university wide policy for this issue.

Professional Development for Advisors 2010-2011

Advising Mentors/Advising Sessions

Visit with Department Chairs and ask them for faculty mentors that would be willing to conduct advising sessions to talk about policies and what to do in various advising situations.

A list of ideas for advising sessions that would be beneficial to faculty was compiled:

- Develop a list of what to include in the Advising Survey, have enough choices with the tenure process in mind
- Streamline a topic on U-Tube
- Ask Dr. Tisa Mason's office to conduct a meeting informing faculty about "TigerConnect" and "ParentConnect".
- Plan B training, include with DISCOVER training
- Ask the Student Fiscal Services office and the Student Financial Aid office to conduct a training for faculty and staff to learn how to answer generic financial questions
- FAQ, develop a one stop shop for questions and answers faculty and staff can use before forwarding students to departments.

Items for consideration

Online Advising Notes System

Items compiled during the Academic Advising Committee meeting on February 22nd will be discussed with the portal team and prioritized into different categories. Dr. Patricia Griffin will report to the committee next meeting.

Announcements

- The FHSU Student Evaluation of Advising went live on Student Voice March 1, 2010
- 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

 Next Meeting: Tuesday, April 13 10:00 AM – 11:00 AM MU Pioneer Room

Adjourn

The meeting was adjourned at 11:00 AM.