Academic Advising Committee Minutes Wednesday, March 27, 2013 Stouffer Lounge, Memorial Union

Dr. Jim Barrett Ms. Linda Smith Ms. Rachel Dolechek *Ms. Joleen Briggs Dr. David Fitzhugh Ms. Debbie Staab Mr. Brett Bruner Ms. Nanette Fitzhugh Mr. Kim Stewart Ms. Nikki Brown *Ms. Judy Getty *Mr. Jon Tholstrup Mr. Kyle Calvin (s) Mr. Alex Hendee (s) Dr. Patricia Griffin, Chair *Dr. Robert Moody *Ms. Maggie Denning

*not in attendance

Call to order and approval of minutes-September 2012

No motion made for approval of minutes.

Student Success-ACCESS Checklist Update - Handout

Freshman Tiger Pre-Enrollment and ACCESS Student Training

- Prior to April 20th, faculty and staff will be invited to attend a Tiger Pre-enrollment and ACCESS Student Success Plan Advisor Training; curriculum with First Year Experience (FYE).
- •Two main goals at Freshman Tiger Pre-Enrollment are as follows: students will leave with a signed understanding of the ACCESS plan and an approved printed schedule.
- •Brett Bruner, Director of Persistence & Retention, will provide Student Affairs Staff an outline of the process and how to handle pre-enrollment, and will also provide training to the OA's.

ACCESS Checklist for first-time, first-year, on-campus students

- •The ACCESS to Success-Student Success Plan is a requirement and is geared to provide a structure for students to be more successful; virtual students will not be included in ACCESS for the first year.
- •The student is required to meet 3 times each semester with their advisor; appointments will be monitored and recorded in the advising system by advisors.
- •An enrollment hold will be placed on a student's account if appointments are not met and the student will be required to meet with Brett Bruner.

IDS 101 Freshman Seminar for first-time, first-year, on-campus students.

- •All students are required to enroll in IDS 101 Freshman Seminar, a 1 credit hour class.
- •Brett announced that courses are not departmental or college based; 35 sections will be available with a 25 seating limit per section.
- •It is mandatory for all students to take the class; however, it is not a requirement they pass the class; students will have the option to repeat the class if they so choose.
- •Instructors for IDS 101 will be invited to an instructor orientation meeting.

Foundation Courses for Freshmen and Block Scheduling-The Soft Block

- •Advisors are to encourage all freshmen to focus on and enroll in foundation courses their first year. (COMM 100, ENG 101, ENG 102, MIS 101, MATH 110); HHP 200 class could wait until their sophomore year.
- •As of now, there is genuine intent to ensure enough seats for foundation classes offered to freshmen but no financial commitment.
- •More information regarding The Soft Block will be sent out in the April issue of the Tiger Exchange Newsletter.
- •Freshman Tiger Pre-Enrollment days are scheduled for April 20th, 27th, 29th and June 3rd; after April 29th, students can schedule pre-enrollment visits to departments through Admissions.

Annual KBOR Report on Advising (February 2013) - Handout

•Submission due date was February 15; reported to the Board Office.

TigerEnroll pending approval discussion

- •Dr. Griffin asked the committee for suggestions regarding pending approvals such as what is a reasonable amount of time to hold a seat for a student and what issues may arise; members will gather suggestions from their departments.
- •At the next committee meeting in April, members will draft a recommendation for a possible institutional practice to have in place for TigerEnroll pending approvals. The practice may include sending automatic emails to students who are not responding to their advisors; Dr. Griffin will have a conversation with Jackie Ruder and report to the committee.

Advising Certificate Programs

- •Fall 2012, AACE offered the following advising certificate trainings for Using Technology in Advising: TigerTracks, TigerEnroll, Online Advising and TigerIQ. (16 people participated, 7 completed certificate)
- Spring 2013, AACE offered the following advising certificate trainings for Career Advising: MyMajors, Plan B. StrengthsQuest, and TypeFocus Personality. (32 people participated, 20 completed certificate)
- •Next week, AACE will issue certificates and letters to faculty and staff who participated in the spring trainings.
- •This summer, AACE will be working on advising certificate trainings. Special populations: Advising International Students, Advising Students with Disabilities, Advising Athletes, Graduate Students, and Probation/Suspension. Other trainings will also occur.
- •Advising trainings for fall 2013 and spring 2014, suggestions from the committee include: Graduate Advising and Online Advising, also applicable to SEAC Advisors, Virtual College, and Referral Resources.
- Suggestions for advising trainings, please submit to Dr. Griffin.

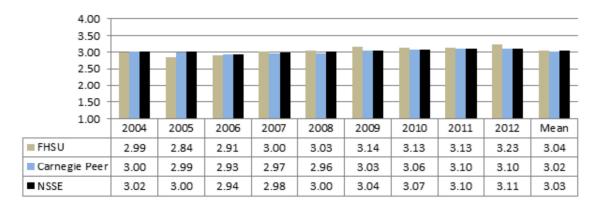
Advising Results: NSSE and FHSU Student Evaluation of Advising Results

- •Emails are sent to students' enrolled 20th day of fall to fill out the advising survey.
- •Advising evaluations and summaries were sent to Chairs on February 12th and Deans on February 15th.
- Advising evaluation results are shared annually with the Board of Regents.

NSSE ADVISING RESULTS: Our latest results from the National Survey of Student Engagement show that our students (FR & SR) continue to evaluate us higher than both our Carnegie Peers and other NSSE Institutions in the quality of academic advising.

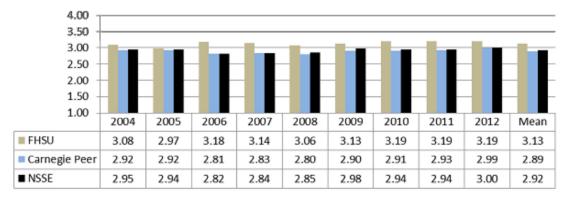
NSSE FR

Overall, how would you evaluate the quality of academic advising you have received at your institution?"



NSSE SR

Overall, how would you evaluate the quality of academic advising you have received at your institution?



FHSU Survey Results:

FHSU Student Evaluation of Advising 2004 – 2012 By Reporting Year										
		2012	2011	2010	2009	2008	2007	2006	2005	2004
		Mean								
1	I UNDERSTAND THAT ADVISING IS A SHARED RESPONSIBILITY	1.25	1.17	1.41	1.51	1.46	1.38	1.45	1.46	1.4
2	I ACT ON MY ADVISORS SUGGESTIONS	1.47	1.43	1.6	1.67	1.61	1.69	1.7	1.63	1.65
3	MY ADVISOR PROVIDES ACCURATE INFORMATION CONCERNING COURSE SELECTION	1.55	1.64	1.71	1.84	1.76	1.73	1.75	1.71	1.77
4	MY ADVISOR PROVIDES INFORMATION CONCERNING GRADUATION REQUIREMENTS	1.56	1.62	1.66	1.78	1.75	1.7	1.79	1.69	1.67
5	MY ADVISOR PROVIDES INFORMATION REGARDING THE ADD/DROP PROCESS	1.49	1.48	1.57	1.67	1.63	1.51	1.64	1.55	1.52
6	MY ADVISOR DISCUSSED CAREER OPPORTUNITIES IN MY FIELD OF STUDY	1.9	1.89	1.89	2.09	2.03	1.96	2.06	1.93	1.95
7	MY ADVISOR MAKES REFERRALS TO APPROPRIATE CAMPUS RESOURCES/SERVICES	1.51	1.53	1.57	1.72	1.72	1.73	1.78	1.7	1.75
8	I HAVE DISCUSSED MY EDUCATIONAL GOALS WITH MY ADVISOR	1.82	1.72	1.83	1.92	1.91	1.89	1.93	1.83	1.81
9	ADEQUATE TIME IS AVAILABLE TO MEET MY ADVISING NEEDS	1.68	1.7	1.79	1.96	1.86	1.87	1.9	1.82	1.87
10	I UNDERSTAND THE PROCESS TO CHANGE MY MAJOR	1.84	1.81	1.89	2.05	1.97	2.03	2.12	2	2.02
11	I UNDERSTAND THE PROCESS TO CHANGE MY ADVISOR	2.17	2.12	2.17	2.39	2.21	2.31	2.32	2.18	2.2

Students respond to statements using the following:

- 0 DNA = Does Not Apply
- 1 SA = Strongly Agree
- 2 A=Agree
- 3 Malkatai
- 4 Du Dinegron
- 5 SD#Street/Observe

New Business

Third Party Access (viewing next meeting)

- •On the 20th of April, Third Party Access goes live; Directions are in the New Student Success Planner.
- •Third Party Access will start this fall, and will allow designees to view/pay bills online and view grades.
- •FERPA is in consideration with the development of Third Party Access.
- •Third Party Access is all electronic and will create a log.

FHSU Majors and Graduate Programs Fair

- •The FHSU Majors and Graduate Programs Fair is moving from spring to fall.
- •The next Fair date is set for Tuesday, Oct 23, 2013.
- •The Fair will be held on Tuesday/Wednesday, rotation each year.
- •Sponsoring the Fair in the fall will give first year experience (FYE) students the option to attend.

Next Meeting

The next committee meeting is scheduled for Wednesday, April 24, at 3:30 PM in Stouffer Lounge.

<u>Adjourn</u>

The meeting was adjourned at 3:30 PM by Dr. Patricia Griffin.