

MINUTES
Academic Advising Committee
Thursday, October 24, 2013
Trails Room, Memorial Union

Dr. Jim Barrett	Dr. David Fitzhugh	*Holly Weiss
*Dr. Suzanne Becking	Ms. Nanette Fitzhugh	*Ms. Christa Weigel
Mr. Brett Bruner	Ms. Judy Getty	Dr. Bradley Will
Ms. Nikki Brown	*Ms. Linda Smith	
Ms. Maggie Denning	*Ms. Debbie Staab	Dr. Patricia Griffin, Chair
*Ms. Rachel Dolechek	Mr. Jon Thostrup	

*not in attendance

Call to order and approval of minutes – September 19, 2013

The meeting was called to order at 3:00 PM by Dr. Patricia Griffin. Nikki Brown moved to approve the September 2013 minutes; Brett Bruner seconded the motion. Motion approved.

Welcome and introductions

Dr. Patricia Griffin welcomed all members on the committee.

TIGER CENTRAL: updates

Dr. Patricia Griffin presented how the system is able to allow faculty and staff to email their students from TigerCentral. An announcement has not been sent to faculty and staff; Travis Taggart is still working on completing the following updates discussed at the September 2013 meeting:

- Advisee List - New link, 'Download MS Excel Advisee Roster'
 - Can now Download MS Excel Advisee Roster. Who appears on your download is determined by the filters that are available for selection:
 - Past Advisees
 - Current Advisees
 - Maj/Min Type
 - Class
 - Alphabet
 - The download includes:
 - Name
 - ID Number (no Social Security Number)
 - Class
 - Major 1, 2, 3, Minor 1, 2, 3 and Advisor's Name
 - Additions that were requested included:
 - Email (primary and secondary)
 - Last semester of enrollment
 - Pre-prof and Advisor Name
 - Enrollment type: On-campus, both, Virtual College
 - Pre-professional
- Email Advisees-
 - Now can generate an email list by selecting:
 - Past Advisees
 - Current Advisees
 - Maj/Min Type
 - Class
 - Alphabet

- Select to Generate Delimited List or Send E-mail Through Tiger Central
 - Generate Delimited List allows you to copy and paste to your email to send out
 - Send E-mail Through Tiger Central allows you to send from TigerCentral with a choice to Add to Advisee Contact Log a copy to the advisor. You can also add additional people to the email. Advisees will be listed in a blind copy (Bcc) and additional added people to the To.
 - You can filter by:
 - Choose primary and/or secondary email(s)
 - Classification
 - Major/Minor
- Addition that was requested to Email Advisees included:
 - Enrollment Type: On-campus, both, Virtual College
- Other requests from the committee for advisors included:
 - Learning Community: include name of learning community, course indicator for LC required courses (possible symbol in advising system for clarification-similar to Gen Ed indicator (*)).
 - AACE has reviewed all other categories in Contact Log for Visit Type and Referral Type. This list will be provided to CTC for additions to be added to the dropdown selections.

NOTE: Once Advisee Download and Email updates are available, Dr. Patricia Griffin will send an email notification to faculty and staff.

2013 Academic Advisor Survey

A printout was available for the committee's review and was discussed at the meeting. Dr Patricia Griffin asked the committee for any additions they would like to see on the survey.

TigerEnroll Wait List

The TigerEnroll Wait List was discussed at the September 19th meeting; however, some rules have already changed. All should have received an email and video from Dennis King. Intersession information is now on the FHSU homepage; if an intersession class is closed, it can be on the wait list. Nanette Fitzhugh inquired to move the Wait List to the Advisor Approval Tab, even if 'view only'; Dr. Patricia Griffin will check on this as it would help with having to switch back and forth. Dr. Patricia Griffin invited the committee to share feedback with their Chairs, Deans and Interim Provost, Dr. Chris Crawford; issues can be addressed at Provost Counsel.

NOTE: On-campus students and virtual students now have the same Wait List rules.

New Business

Certificate programs for advisors will be offered in the spring; special populations are of high interest. An email notification will be sent out to faculty and staff when the programs are scheduled.

Next Meeting

The next Academic Advising Committee Meeting will be held Thursday, November 7, 2013, MU Trails Room. If members would like to add an agenda item for the next meeting, please submit to Dr. Patricia Griffin

Adjourn

The meeting was adjourned at 4:20 PM by Dr. Patricia Griffin.