MINUTES

Academic Advising Committee Thursday, September 19, 2013 Pioneer 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 - April 2013

The meeting was called to order at 3:00 PM by Dr. Patricia Griffin. No motion was made to approve the April 2013 minutes due to the change in committee members.

Welcome and introductions

Dr. Patricia Griffin welcomed all members on the committee; introductions were made.

TIGER CENTRAL: Advising Applications Presentation – Travis Taggart

Travis Taggart presented updates for the Online Advising Notes System.

- o 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
 - o 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
- o Email Advisees-
 - Now can generate an email list by the selecting:
 - Past Advisees
 - Current Advisees
 - Maj/Min Type
 - Class
 - Alphabet
 - o 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
- o Addition that was requested to Email Advisees included:
 - Enrollment Type: On-campus, both, Virtual College
- o 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 (*).
 - o 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 are available, Dr. Patricia Griffin will send an email notification faculty and staff.

2013 Academic Advisor Survey

A printout was available for the committee's review and will be discussed at the next meeting.

New Business

Tiger Enroll Wait List

- o The Tiger Enroll Wait List will go live October 14, 2013
- o Discussion of Wait List
 - A student wanting to enroll in a closed course can choose to be put on the Wait List once it is their day to preenroll
 - The student priority order of the Wait List is by time requested and students are assigned a number on the list based on the order they signed up
 - o Advisor approval will still be needed to add a course if it becomes available to student
 - o On campus students may add up to 5 total sections to their Wait List
 - Virtual students may add up to 5 courses to their Wait List
 - Students will be notified of an opening in their FHSU email account and will have 36 hours to add the course to their schedule; students can remove themselves from the Wait List
 - After the first drop date, there is no more Wait List
- o Watch for a campus announcement to students and all who have advisees
- o Chairs, Deans, Provost will all have access to Wait List data for decisions regarding opening additional sections. This is not currently available.

Next Meeting

The next Academic Advising Committee Meeting will be held Thursday, October 24, 2013, MU Trails Room.

Adjourn

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