

Advising Improvement Team
Minutes
September 17, 2008

Members in attendance:

Dr. Mike DeLong (Co-Chair), Ron Helm (Co-Chair), Karin Brown (sitting in for Deltha Shell), Gin Brown, Joan Stirling, Joanna Fulbright, Zeda Wilkerson, Michael Orf, James Spurlock, Kim Lovelace

1. The meeting started at 1:00pm in the conference room
2. Kim Lovelace was secretary for this meeting, and Joanna Fulbright volunteered to take minutes for all the following meetings (Thank you to Kim and Joanna)
3. The team agreed to meet longer (2 hours if needed) so we didn't have to meet as often
4. Dr. DeLong explained that we were not trying to reinvent the wheel...i.e. throw away what the Advising Task Force accomplished. We are trying to review the process after the recommendations have been implemented and improve upon it if necessary.
5. Dr. DeLong reviewed the team charter, process, and opportunity statement
 - a. The "As Is" statement is: "Advising is fractured, problematic, inconsistent, lacks intensity, and does not promote a continuous relationship between an advisor and student from start to end."
 - b. The "Desired State": "Advising is streamlined and outcome driven; creating student ownership, shared vision, and a clearly defined process."
6. We need to get a copy of Ms. Langston's advising process to compare with our current process.
7. The team started to define what advisement is. It goes beyond registration for classes. Is it two separate processes or is it intertwined? Is it helping

students fill out applications to Ozarka, financial aid, building a file, etc.? Is it guiding a student through making choices, choosing programs, career exploration, etc.? Joanna discussed Conceptual versus Relational Advising...giving details directly related to getting into college versus creating a relationship that helps students develop a relationship or connection to someone at the college that they can go to.

8. The team started to breakdown our advising process. We split it up into two parts: Institutional and Program Advisement. Some examples would be:
 - a. Institutional
 - i. Where to park
 - ii. How to fill out financial aid
 - iii. Turning in records
 - iv. On-line apps
 - b. Program Advisement
 - i. Scheduling classes
 - ii. Degree plans
 - iii. Career plans
9. In defining our current process...
 - a. Institutional consists of:
 - i. Application
 - ii. Transcripts, records, etc.
 - iii. Testing
 - iv. Financial Aid
 - v. Transfer info entry
 - vi. Assign Advisor
 - vii. Optional Kuder assessment
 - b. Program Advisement...to be continued...
10. Next meeting was set for Sept 23 at 3:00 pm
11. Meeting adjourned at 2:00 pm.