

Advising Improvement Team

Minutes

October 2, 2008

Members in attendance:

Dr. Mike DeLong (Co-Chair), Ron Helm (Co-Chair), Karin Brown, Deltha Shell, Joan Stirling, Zeda Wilkerson, James Spurlock, Kim Lovelace

1. The meeting started at 12:00 pm in the conference room.
2. The minutes from the last meeting were reviewed and approved as written.
3. The team briefly reviewed last week's meeting and the advising process flow.
4. The team brainstormed possible causes of problems with the current process utilizing the Fishbone Diagram. (See Attachment)
5. During the brainstorming process, several possible solutions were generated. We wanted to capture these in the minutes...
 - a. A reward system for advisors...a part of the evaluation process
 - b. Make a contract out of the checklists
 - c. We need training
 - d. Need a mentor system
 - e. An advising handbook
 - f. Can advisor notes be sent automatically to advisors?
 - g. Advising campaigns
 - i. Joanna suggested that we develop a "Be Advised" campaign next month for registration. This would include buttons and stickers that everyone can wear to remind students to visit with their advisors. Perhaps a pep rally of some sort would be beneficial. Dr. DeLong will bring it to the Administrative Council.
6. After the brainstorming session, homework was assigned: Look for places that are known for having good advising processes so we can possibly visit or get more information.

7. The team discussed requesting an NACADA consultant/evaluator to come visit and give us some direction, and also maybe a workshop presenter to come in from a best-practice school.
8. Next meeting will be October 16th at 1200.

Minutes were scribed by Kim Lovelace and Joanna Fulbright

Typed and submitted by Dr. Mike DeLong