

Advising Improvement Team
Minutes
September 23, 2008

Members in attendance:

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

1. The meeting started at 3:00 pm in the conference room.
2. The minutes from the last meeting were reviewed and approved as written.
3. The team continued to review and define the two main areas of Ozarka advising (as is), institutional and program.
 - a. Institutional (see list from last meeting minutes)
 - i. There was discussion about campus preference. Currently, student mailing addresses are being used to assign advisors on that particular campus
 - ii. There is no place in Sonis or on apps for students to designate campus preference
 - iii. Advisor is selected by Wanda...advisor is notified by e-mail automatically
 - iv. Admissions acceptance letter tells student who their advisor is and gives advisor's contact information. It does not direct the student to visit with the advisor
 - v. Unless students take initiative to meet with their advisor, they may not meet with them until it is time to register for the next semester
 - vi. (All of the above steps are followed on all three campuses...admissions does this process)
 - vii. The team agreed that these steps would fall under "Institutional Advising"

b. Program (first-time students) Process Flow

- i. Letter is sent to student naming a faculty advisor. This selection is based on the program chosen by the student.
 1. Where do Trio and CPI enter the picture?
 2. Trio students, once they are in Trio, are reassigned an advisor from Trio
 3. Career Pathways advises "unofficially" throughout the semester
 4. In myOzarka, there is some possible student confusion as to who an advisor is...if they are Trio/faculty co-advised
- ii. Students are advised
 1. Trio requires their advisees to see them twice per semester
 2. Career Pathways requires monthly visits (to turn in paperwork)
 3. Faculty see their advisees randomly - not mandated
 4. Instructors do referrals to VPAA (Early Alerts)
 5. Midterms
 - a. Trio - mandated visit at mid-term
 - b. CPI - makes phone calls to students with less than a "C" grade
 - c. Faculty - random...depends on instructor
 - d. SSC - sends letters to students who are not Trio or CPI affiliated; attempts to be a retention tool by ID'ing students with poor grades

- c. Program (second semester students/returning students)
 - i. All students on online registration hold
 - ii. Must see an advisor for a hold release
 - iii. Students enroll themselves (and can change their schedules)
 - iv. An advising check list has just been posted to Sonis
 - v. On-going processes through the semester
 - 1. Some students may not understand what the process for advising/registration is; some choose not to follow the process
 - 2. Withdrawals/course and schedule changes
 - 3. Intrusive advising
 - vi. Semester of graduation
 - 1. Degree audit by Ron
 - 2. Exit interviews (Career Pathways..being developed)
 - 3. Some students are completers, but not graduates - they MUST fill out an Intent to Graduate form
 - 4. Students are usually not notified when they are near graduation by their advisor
 - 5. Marketing sends press release announcing need to fill out Intent to Graduate form
- 4. The next meeting - October 2 at 1200 pm in the conference room
- 5. Meeting adjourned at 4:20 pm
- Suggestions that came up during the meeting:
 - Shorten the window of time in which students can register after an advising session or lock them out...locking them out was discussed by the Advising Task Force...need to find out what was decided
 - Some students may not understand what the process for advising/registering is; some choose not to follow the process
 - If it would possible, it might be good to assign as an advisor, a student's instructor from the first semester because they have some familiarity with them

- Find out what the other colleges are doing to accomplish the advising task
- Joan said Perkins could possibly pay for a trip to another college to benchmark
- Have a tab on myOzarka labeled, "My Degree Plan" and post checklists for students
- The goal for implementation of solutions, January 2009...some solutions may be implemented or on-going

Minutes were scribed by Kim Lovelace (thanks, Kim)

Typed and submitted by Dr. Mike DeLong