

Advising Task Force Meeting Minutes

Date of Meeting: April 30, 2004 – 1:00 pm
Location: JHG, Room 308
Present: Jay Parrent, Sherry Hewell, Susan Moss, Loretta Elder & Tressa Marlow.

Discussed problems in advising process:

- Getting students to see their advisor.
- Undecided students, may have an idea of what field they would like to pursue but advisor is not familiar with that field (i.e. health fields). Suggest these students change advisors and get one in their field of interest.
- Student frustration (e.g signing up for a class then finding out two or three weeks later that they did not get in the class because it was full. Their options are now limited on what they can take)
- Instructors of closed classes get numerous calls from students trying to get in the class.

Online registrations should help with some of these problems. Suggestions for online registration:

- Put classes on the website so students could access list to see what classes are closed.
- To be fair, there should be a way to have a waiting list online for each class. If a student drops a class, the first person on the waiting list would automatically go into the class.
- Online website for each student so that student and advisor could each access. Could leave notes, suggestions, etc.
- Some way to flag students (e.g. student that have not met all prerequisites for a class, flag it so they cannot get into the class until the prerequisites are met).
- On the MCC website, each advisor should have a webpage with his/her name, location phone number, office hours and picture, etc.
- Go to high schools, work with the guidance counselors and have junior and senior Student Success Plans that the students could see.

Other suggestions:

- do not have a specific advisor for each student (i.e. student in RN program could see any RN advisor)
- have a transfer advisor
- set up advising stations at each high school before they take the CATS test
- for undecided students make contact in spring and invite them on-campus
 - 1) send letter and invite to come on-campus
 - 2) hold workshops
 - 3) have activities based on choices, interests, etc.
 - 4) take interest inventory using program “choices”

- 5) have representatives from different areas to present programs (i.e. nursing, radiography, engineering, etc.)
- 6) let them know they could change their major anytime
- 7) beside undecided put AA or AS to be checked off

Discussed Student Success Plan:

- would like to have student success plan ready by August for new student orientation
- specific goals for plan
 - 1) graduation date
 - 2) outline of classes to take each semester
 - 3) deadline for financial aid and fees
 - 4) post graduation plans
 - 5) dates to begin job hunting and working on resume
 - 6) keep each student's success plan in their file

Other suggestions:

- Tandem advising where new faculty would sit in with seasoned advisors the first year. This could be handled in each division.
- Each new faculty member would have no advisees their first semester teaching and would be required to sit in on five advising sessions.

The Advising Task Force members agreed to meet 6-10 hours in the summer.

Each ATF member was asked to make a list of what they think should be on the Student Success Plan and e-mail it to Sherry or Jay by May 20, 2004. They will put them all together and bring them to the next meeting.

Next meeting will be June 1, 2004 at 10:00 a.m.