Advising Task Force
Meeting Minutes

Date of Meeting:	June 22, 2004
Location:	LRC, Room 101-A
Present:	Susan Moss, Chet Cunningham, Loretta Elder, Jude Roy, Helen Grothem, Caroline Clayton, Sherry Hewell, Jay Parrent and Tressa Marlow.

Discussed the Student Success Plan:

- Jay gave committee members a flowchart of the Student Success Plan and how it could be implemented and what the plan could look line on-line.
- Sherry gave the committee a draft of the Student Success Plan form and the steps to follow when using it.
- Student success plan should be mandatory. Title III requires numbers and this is a very good way to follow-up.
- Part I of the plan includes information on what a student should do each semester. Part II of the plan is the student success form itself. Part III will be the curriculum guide.
- The on-line student success plan can be connected with PeopleSoft and put in the students ID number. Test scores, etc. will automatically load onto the form.

The following suggestions were made:

- Sending a postcard to new students at mid-term and have them focus on the student success plan curriculum guide.
- Students listing positive or negatives (obstacles) in reaching their career goals could be added to the plan.
- The student success plan should be part of the application for new students.
- If not, at least include a copy when they pick up application so they could become familiar.
- Could use new student orientation to discuss it, and familiarize them with the form.
- Put it in the orientation, talk about it but don't give them the option of not filling it out.
- If some of the student success plan is finished before they see their advisor, it gives more time to advise.
- Instead of faculty writing down the information longhand and sending to it to Jay's area, have the computer open and type it in at that time. This will take away the chance of the paper getting lost.
- The on-line form should be made with drop down boxes where all they have to do is choose the correct one.
- The career objective can come from the career plan. You may want to give them the options of an Associates of Arts or Associate of Science.
- Instead of career objectives you may want to list it as career choices.

Discussed the information to be entered in the On-line form:

- The on-line form should have an early alert in the area of performance or attendance (e.g. If a student is having trouble in a class faculty could send an alert to the advisor or if student had numerous absences the alert would automatically go to Financial Aid.)
- The advising sheets will have all the curriculum guides and selective admission procedures.
- Test scores and Academic History can come directly from People Soft.
- If a student is currently enrolled in a class at MSU or Western, faculty can put it in as a note.
- Add GPA under academic history.
- Students in developmental classes should have their test scores and what they are eligible to take. A button to click for O.K. to register? Chet said you may not be able to because it is updating People Soft.
- Early Alert button could be used to send academic alert or financial aid alert.
- Who will have access to the on-line items we are talking about? Anyone who advises, faculty, learning center.
- In the notes/comments area – put name and date of person entering notes and comments.
- Career Interests button – if undecided have a place to put their interests (ex. likes history, music, and loves children).
- Everything but career interests and notes will come from somewhere (example People Soft).

The student Success Plan will be implemented in the fall on paper, probably mid fall for spring priority registration. The on-line version will come later.

When do we do it, beginning or mid-semester? Where do we put it during the process? Most felt it would be better done at the beginning of the process.

In the fall before priority registration students can be into People Soft and see their grades, financial information, etc. It will be view only. They must type in their ID and the information comes up.

Discussed students being able to drop/add on-line. The drawback could be the advisor signs them up for certain classes and they change could you see what advisor put them in? The answer is yes.

The first time a student uses it they will need help understanding the system.

The next meeting will be on Tuesday, July 27, 2004 at 9:00 a.m. in Room LRC, Room 101-A. The meeting will be after the new Student Success Coordinator and other Title III personnel are on board.