

Academic Advising Council

September 19, 2014

Minutes

Attending: Joan Brown, Jessica Enders, Ashley Faubion, Pat Herkenham, Shana Hirsch, Laurence Neely, Maggie O'Sullivan, Debby McClellan (facilitator)

Not Able to Attend: Tim Newsome, Amanda Simmons

1. Introductions/ Purpose and Roles of the Council/ Membership and Tenure

Time was spent reviewing the purpose of the Council as well as the role of members in the representation of their respective areas. A description of the purpose and roles of the Council is attached. Members will represent their area by both bringing issues from their area to the Council for discussion/action as well as ensuring that area colleagues are updated on the actions of the Council by representatives. The Arts & Sciences Division and Health Sciences have identified the tenure of members; Business & Industrial Technology will submit their recommendations.

- Laurence Neely – One Year Term
- Shana Hirsch – Two Year Term
- Maggie O'Sullivan – One Year Term
- Amanda Simmons – Two Year Term

2. QEP Implementation Actions to be Addressed by the Council

A discussion was held regarding the two Implementation Actions in the QEP that will be addressed by the Council (attached). Members will be sent a copy of the Fox Valley Technical College Advising Training Manual – we will review to determine:

- What content will be included in TCL's Advising Training Program?
- What content would need to be modified to be applicable to TCL?
- How/when will the training program be delivered?
- What resources will be needed to implement the training program?

3. Meeting Schedule

The following dates/times were selected for the remainder of the Fall 2014 semester:

- October 10, 9:00 – 10:30
- October 24, 9:00 – 10:30
- November 7, 9:00 – 10:30
- November 14, 9:00 – 10:30

4. Issues Bin – this bin will hold topics brought forward by members to be addressed by the Council.

- How faculty advisors can determine if a student is a dual enrolled student to direct to correct source for advising
- Creation of Advising Resources Web Page
- Development of an Advising Manual to be housed on the Advising Resources Web Page

Respectfully submitted by,

Debby McClellan

Academic Advising Council

The Academic Advising Council's (AAC) mission is to enhance the advising process by setting guidelines and developing recommendations related to advising policies, procedures and practices.

Duties:

1. Develop an advising mission and philosophy to articulate the institution's commitment to the advising process.
2. Develop recommendations on advising structures, models and formats to ensure the effective implementation of the college's mission and philosophy.
3. Develop advising policies, processes and procedures to ensure consistent advising experiences for students. (Ex – guidelines regarding expiration of prior courses, pre-requisites/over-rides, developmental courses from other colleges, advising notes, advising manual)
4. Assist with the development and implementation of professional development for advisors.
5. Develop recommendations regarding the evaluation of academic advising.
6. Develop recommendations and assist with recognition of excellence in advising.
7. Serve as a forum for the exchange of suggestions and information related to best practices in advising.
8. Provide input on technology solutions to support the advising process.

Advising Philosophy – How does the institution define advising?

- Goals and objectives of the advising process
- Responsibility of the advisor; responsibility of the student
- Degree to which advising is mandatory or voluntary
- Accessibility of advising
- Degree to which advising is proactive vs intrusive

Composition, Selection of Members and Tenure

- Membership will include 2 members from each Academic Division, 2 members from the Student Affairs Division, and 1 member from the Hampton campus.
- Initial members will stagger their terms to serve either 1 year or two; thereafter, membership will be for 2 years.

Reporting Lines

- The Council will report to the Vice President for Academic Affairs

Academic Advising Council

QEP Implementation Action Items to be addressed by the AAC:

Institutional Outcome #4 – Establish a college-wide advisement training program to improve and enhance existing advising processes and procedures to foster student success.

- 4a) Implement effective use of the Student Remarks field (STRK) in Datatel to reflect pertinent student information
- 4b) Adapt, modify, and implement Fox Valley Technical College’s Academic Advising Training Series Manual to use in professional development

	Year One	Year Two	Year Three	Year Four
Modules	Advising 101 – Introduction	Advising 104 – Using Internal Resources and Making Referrals	Advising 201 – Advising roles & Tasks	Advising 204 – Problem Solving & Referral
	Advising 102 – Skills & Technique	Advising 105 – Using Datatel for advising	Advising 202 – Advanced Communication & Referral Skills	Advising 205 – Alternate Advising Delivery Strategies
	Advising 103 – Student Development	Advising 106 – Legal & Ethical Issues	Advising 203 – Advising Special Populations	Advising 206 – Student Advocacy and Advanced Legal & Ethical Issues

Institutional Outcome #5 – Strengthen New Student Orientation and advising support.

- 5a) Implement New Student Orientation
- 5b) Offer online orientation