

Academic Advising Council
Minutes
October 10, 2014

Present:

Laurence Neely, A&S
Jessica Enders, Student Affairs
Pat Herkenham, Bus/Ind Tech
Debby McClellan, Facilitator

Maggie O' Sullivan, HS
Joan Brown, Hampton Campus
Tim Newsome, Bus/Ind Tech
Amanda Simmons, HS

Action Items:

1. Development of Academic Advising Vision and Mission Statements

The group reviewed materials regarding development of Vision and Mission Statements, including the purpose of developing both Vision and Mission statements and the difference between the two. The Vision Statement will be developed first, followed by the Mission Statement.

A discussion was held regarding the best method to solicit input from advisors across campus; it was decided that inviting others to participate through e-mail might be the best way to obtain the most participation. Debby will send materials out to all advisors asking for their input into the creation of the Vision Statement.

Members then participated in a Vision Statement exercise. Results of this exercise along with the feedback received from other advisors will be reviewed at the October 24th meeting with the goal of having 1 or 2 versions of a Vision Statement produced.

2. Review of Module 101 from Fox Valley's Advising Training Manual

Members reviewed Module 101 and selected the following topics to be included in the first module of TCL's Advising Training Manual:

- A. TCL's Advising Vision and Mission Statements
- B. Definitions of Key Academic Advising Terms
- C. The Role of Advising in Student Retention
- D. Roles and Responsibilities of Intake Advisors, Academic Advisors, and Students
- E. TLC Advising Guidelines (note – this will be under development as we proceed)
- F. Tips for Promoting Student Success
- G. Checklist for Advisors
- H. Complete List of TCL Academic Advisors & Program

3. Issue Bin

- Overriding Pre-requisites
- What screens do advisors need access to in Datatel

Next Meetings: **October 24, November 14.** Note- November 7 meeting cancelled due to numerous conflicts.

Submitted by,

Debby McClellan