

QEP Academic Advising Council

January 23, 2015 Minutes

Attendance: Margaret O'Sullivan, Laurence Neely, Pat Herkenham, Tim Newsome, Jessica Enders, Shana Hirsh, Ashley Faubion, Amanda Simmons, Debralee McClellan

1. Review draft of modules 101 & 102 , advising skills and techniques.

Suggestions: break out groups, some online training, integrate faculty from all divisions. Advisors need to attend one of four (4) training sessions that will be offered with the first one taking place in April. Members of the academic advising council will be the facilitators.

2. Discussed modular 103 , student development included in training or not ?

Student Development will be included in the training, using some parts of 103 (exercises) and parts of 102.

3. Discussed advising training for 2015.

Modular 102: Will be offered in the summer using the same format as in 101. The first session will be offered in June, one in July, with the final opportunity in August . Each session will be approximately 2 hours.

Modular 103: Will be a mini version of the previous Modulares, perhaps including Megan Metzcus. She can advise on handling different personalities.

4. Discussion on developmental advising: Is this a philosophy that we will want to adopt and endorse?

Developmental Advising: Modular 101 will include Developmental Advising. The council recommended we adopt an advising philosophy to guide the advising program. If approved the developmental advising approach will be included in the advising training.

5. Address some items in the issue bin.

Issue bin: Access to DATATEL . All Advisors need access to the following screens: PERC,SACP,TRAN,STAT,SASM,Scan docs. Each advisor also needs a completed Master list of the student advisor list. The list needs to be cleaned up and updated whenever an advisor leaves, or there is a change of major etc. Student Records will maintain this list.

It was decided to add advisors phone numbers to Web Advisor.

The mission statement and vision statement will be presented to faculty by Laurence Neely at the faculty forum on February 20, 2015