

Academic Advising Council

Minutes

September 18, 2015

Attendees: Joan Brown, Kristy Ellison, Shana Hirsch, DeAnne Johnson, Russel Keevy, Debby McClellan, Karen Smith, Laurence Neely

1. Advising Training
 - Chapter 1 – Introduction to Advising Training
 - Preview by AAC Members-
 - ACTION: Request for input for Blackboard quiz questions

 - Plan for roll-out –
 - ACTION: Request for feedback on Modular 1&2 training before roll-out
 - Chapter 2 – Communication Skills for Advisors
 - Preview by AAC Members

 - Who will facilitate in person training session?
 - ACTION: Recommended Ashley Faubion and Maggie O’Sullivan conduct training

 - Plan for roll-out:
 - ACTION: Russ Keevy proposed a Friday QEP campus-wide meeting.
 - Recommended trainers, Ashley Faubion and Maggie O’Sullivan
2. Advising Outcomes:
 - ACTION: Committee needs to develop an advising syllabus. Under review.
 - Suggested revisions will be added
3. Discussion - Registration Process for New students
 - Should students register themselves or should the advisor enroll students for their first semester?
4. Advising Syllabus (follow TCL syllabus format with Be Advised Logo)
 - Advising Mission Statement
 - Advisor(s) contact information
 - Advising Outcomes
 - Student/Advisor Responsibilities
 - Checklist of what to do each semester
5. Issue Bin