ATD Advising Team Meeting

Minutes

November 15, 2021

Members Present: Claude Bailey, Roselind Blackwell, Randy Callahan, Sherry Channel, Gretchen Lambert, Karen Perrin, Will Shull, Kimberly Warren-Cox

Members Absent: Joretta Ellison, who had contributed comments to Director Shull prior to meeting

The meeting began at 2:00 p.m.

The team agreed to meet again on December 15, 2021, at 9:00 a.m.

To clarify and communicate the team's purpose, the group agreed to discuss a mission statement during the next meeting. Director Shull will draft a statement and send to the group for review. Once the statement is finalized, it will be published on the Departmental Information page on JWeb.

As agreed in the previous meeting, the team had reviewed TBR's advising taxonomy and JSCC Advising webpage. A question regarding how the taxonomy was created was answered by noting that it was generated from cross-institutional input from, and discussion with, TBR schools. It also was noted that TBR includes advising as a high impact practice.

The group discussed suggestions for enhancing the Advising webpage's user-friendliness as well as forms that students will find helpful to have linked to the page.

Per suggestions from the previous meeting regarding sharing information with and among faculty and staff, Director Shull discussed creating, with Distance Education staff, an eLearn course shell as an advising hub. The staff readily agreed to create the hub at the time it is requested and to make it available for all advisors. Some staff may need eLearn accounts so that they have access to the hub.

The group discussed instructional videos, information and links helpful to have in a single location. Suggestions included links to Academic Planning forms, Academic Fresh Start, Late/Add, eCampus, Change of Major, Financial Aid Appeals, and Graduation Proposals. Instructional videos in an advising hub would provide information and training in DegreeWorks, AdvisorTrac or any future advising tools as well as training in approaches and processes of advising. It is noted that information and links in the hub can be revised and enhanced as needs and changes occur and that the hub will be an important resource for facilitating students' transitions from staff advising to faculty advising.

It was noted that the plan was to refrain from including the current advising survey in the Fall 2021 student IOTA surveys because the advising process had so recently changed. However, there is now information that those surveys were, in fact, part of the IOTA. The teams plans to revise the advising survey in January or February with the expectation that the revision will be included in the spring IOTA.

The group agreed to discuss, in its December meeting, a revised Advising Handbook (digital) as well as the process of transitioning a student from an Advising Coach to a Faculty Advisor.

The meeting adjourned at 3:05 p.m.