

ATD Advising Team Meeting

Minutes

February 11, 2022

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

Members Absent: none

Guest: Tanya Scott, ATD Teaching and Learning coach

The meeting began at 9:30 a.m.

Will Shull welcomed Dr. Tanya Scott to the meeting. Tanya led a Keep-Start-Stop discussion.

Members described the need to retain: 1) an advising team that includes voices from across campus; use of dynamic forms; having faculty and staff on ground and available for face-to-face (among others methods of contact) for students; ability to text students through JWeb.

The team discussed as needing to “Stop:” 1) the continuing “silo” approach to much of the college’s work, including lack of cross-communication among ATD teams. 2) lack of meaningful conversations about equity; 3) giving students wrong information because of a lack of communication among various staff and faculty offices. 4) overall lack of effective campus communication.

Practices that the team believed should “Start” were: 1) cross-team and cross-function collaboration; 2) AdvisorTrac refresher and reminders to document every meeting with advisees; 3) campus-wide conversations around advising; 4) advising education and training for faculty; 5) sharing of information and insight from the Advising Academy with campus; 6) review of division and program webpages, including creating more consistent visual engagement.

The team noted that improved campus communication must start at the top, but must include voices from all function areas.

The team discussed who should take on the task of webpage reviews.

It was shared that an overall website review committee is forming to which recommendations may be made. It was suggested that this review committee provide guidelines for creating any videos to be included as part of program, department and division pages.

Currently the most immediate webpage issues should be sent to area deans. It was suggested that these be copied to Will for now.

Will described an IT process that can allow tracking of advisor transitions in Banner, which creates an opportunity for generating automated emails.

At the next meeting, the team plans to consider draft of emails to students to be generated at the time the student transitions from an Academic Advisor to a Faculty Advisor as well as draft emails to advisors regarding their new advisees.

It was noted that the Advising office will be creating new videos to refresh information regarding the use of AdvisorTrac and DegreeWorks.

The team agreed to meet again on March 4, 2022, at 9:30 a.m.

The meeting adjourned at 10:50 a.m.