

# ATD Advising Team Meeting

## Minutes

March 4, 2022

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

Members Absent: Randy Callahan, Gretchen Lambert

The meeting began at 9:30 a.m.

Feedback regarding team meetings was requested. It was suggested that, at this point, we should ask for fall student success data. Mentioned were success rates in learning support classes and the most commonly enrolled classes. Also suggested was examination of success rates disaggregated by modality and student distance from main campus since these could affect how we best advise students regarding their schedules.

The group reviewed the information currently collected that can be made available to advisors. It was suggested that adding students' personal email addresses into AdvisorTrac would be helpful and improve efficiency when contacting students.

It was noted that students are not able to update their current email addresses in JWeb themselves, and that enabling them to do so would improve our ability to connect. At this time, if students indicate that their personal emails have changed, we should provide a link for them to submit those changes to Admissions.

The team reviewed and made minor revisions to an email to be sent when students currently have no named advisors due to having changed status from degree-seeking to non-degree seeking OR when they are being reassigned and the new advisor has not yet been named. This gap between advisors is not typical, but does occur in certain circumstances; students need to be invited to contact Advising staff during this period.

The team also reviewed and made minor revisions to an email to be sent at the time of an advisor change. This occurs when students earn enough hours to transition from an Advising Coach to a Faculty Advisor or when they have submitted a change of major.

The group discussed changes to IOTA advising questions as well as how broadly to request advising evaluation so as to collect useful information. More discussion of this via email and/or the April meeting is planned.

Topics for the next meeting, as discussed by the group, will be information and insights from the TBR Advising Academy as well as information from, and strategies for, the intake survey.

The team will meet again on April 15 at 9:30 a.m.

The meeting adjourned at 10:45.