

**Academic Advising Committee Minutes**  
**Monday, September 20, 2010**  
**Pioneer Room, Memorial Union**

Dr. Kathleen Arano  
Dr. Krisztina Bencze  
Ms. Joleen Briggs  
Ms. Nikki Brown  
Dr. Jeff Burnett  
Ms. Tricia Cline

\*Ms. Maggie Denning  
Ms. Nanette Fitzhugh  
\*Ms. Judy Getty  
\*Ms. Morgan Roberts  
\*Ms. Rebecca Sander  
Dr. Jean Anna Sellers

\*Ms. Debbie Staab  
Mr. Kim Stewart  
Ms. Lisa Treece

Dr. Patricia Griffin, Chair

\*Not in attendance

Call to order

The meeting was called to order at 11:00 AM by Dr. Patricia Griffin.

Approval of Minutes from April Meeting

No motion was made to approve the April minutes.

Advisor Survey

Handout: FHSU Faculty Survey of Academic Advising

Discussion was held on how to educate faculty and students on questions regarding majors. For faculty, trainings can be held on managing their advisee load and awareness of double majors and minors. For students, workshops can be held to target freshman and sophomores to identify majors, minors and pre-professional majors.

The following is a list of questions directed to students that can be added to the survey:

1. What are you doing? - What's going on? - Plan B?
2. What is your major?
3. Do you really feel you're in the right major?
4. What happens when I change a major?
5. What is causing you to want to change your major?

Online Advising Notes

Travis Taggart with the Computing & Telecommunications Center is building the new Online Advising Notes system and presented it to the Academic Advising Committee. Advisors will have immediate access to student files. The security in the Advising Notes system will mirror the security in the TigerEnroll system. A student can request privacy to not share any of their information.

The following is a list of priority items that will be included in the Online Advising Notes system:

1. Note Security-tied to department code/advisor
2. Privacy
3. Admission Status
4. Enrollment Hold
5. Enrollment Dates
6. Transfer Work/Audited Yes or No
7. Transcript
8. Degree Summary
9. Program of Study
10. General Education Coursework
11. Schedule Change
12. Major/Advisor Change
13. Email Capture/Messaging
14. Code Academic and Financial Probation/Suspension
15. Academic/Financial Appeals
16. Referral Services-code and keep date
17. Attachment of Word document/Excel file
18. Career Services Acct.

Items for consideration

Virtual Advisor- in the Online Advising Notes system, have student marked as on-campus or virtual.

Announcements

- Tiger Exchange Newsletter
  - Fall Issues: September, October, November
  - Spring Issues: February, March, April
  
- Fall T.I.G.E.R. Series Workshops for Faculty & Staff

Tuesday, September 21	12:30—1:30 PM	MU Stouffer Rm.
TIGER Workshop 101: Starting to Advise		
Wednesday, September 29	12:30—1:30 PM	MU Pioneer Rm.
TIGER Workshop 102: Technology in Advising		
Wednesday, October 13	12:30—1:30 PM	MU Pioneer Rm.
TIGER Workshop 103: The Advisors Role in the Prospective Student Visit		
Wednesday, October 20	12:30—1:30 PM	MU Smokey Hill Rm.
TIGER Workshop 104: Advising Resource: The Registrar's Office		

- Majors and Graduate Programs Fair
    - Scheduled for March 1<sup>st</sup>, 2011, MU Ballroom, 12:00 PM–6:00 PM
- Nikki Brown, Coordinator of the Academic Advising and Career Exploration Center, is planning the event and has met with Chairs encouraging faculty participation. The Fair is open to high schools and the community.

Adjourn

The meeting adjourned at 12:00 PM.