

Transfer Advising Committee

December 8, 2020

3:00pm-4:30pm

Members Present: Jim Bellis (COA), Caitie Dyer (AATC), Ross Hawkins (AATC), Jay Howard (COAL), Campbell Keele (COB), Hillary Mayes (CHHS), Juli Panza (COE), Jaime Ross (Outreach)

Members Absent: Dylan Earnshaw (CNAS) and Mandi Muse (CHPA)

Guests Present: Teresa Haney, Ben Metzger, Tai McCoy (Office of Admissions)

Discussion Items

- EMP Overview with Office of Admissions
 - EMP is the Computer Relationship Management (CRM) system used by Missouri State. The system is used to store information and communicate with students, mainly through email. There is a potential for the CRM to change from EMP to a different system at a later time.
 - An overview of the EMP website was provided and the Admissions team discussed how different areas can pull information on incoming student populations through the system. If a member of the committee would like to access information through EMP, it was stated they would need to contact the person in their department who has EMP access before moving forward to ask Admissions about creating an account.
 - The Admissions team also reviewed how emails could be sent through EMP, and discussed the letters being sent from the Academic Advising and Transfer Center to incoming transfer students. The emails can be set to appear as if coming from different areas rather than from Admissions and can have a set date to start and stop being sent. If an area would like to begin sending emails through the system, they would need to create wording for the emails and contact Tai McCoy.
- Additional Admissions Items Discussed
 - Teresa shared there is not currently a rolling contact happening for admitted transfer students. There are projects, including calls to transfer students with incomplete applications, that happen throughout the year. It was discussed that there could be communication about when areas are making calls to students so there is not overlap in outreach efforts.
 - Juli and Jim shared their areas utilize information on incoming transfer students to mail handwritten notes. Juli also shared the Education Advisement Center uses information lists from EMP to monitor how many students have scheduled appointments and call students at specific times in the semester to encourage them to contact the center.
- Transfer Advisor List

- The updated Transfer Advisor List was previewed and can be accessed through this link: <https://mis.missouristate.edu/University/advForTransStu/index>
- Additional Committee Items Discussed
 - Caitie will be reaching out to community college partners for the Transfer Advisor Forum, and Hillary will be writing the title and description. Ross will need the title and description for the forum by December 18 at 5:00pm.
 - This meeting was the final committee meeting for Ross Hawkins and Juli Panza. The College of Education will be represented by Kristen Thomas moving forward, and Kristen's first meeting will be in January 2021.

Next Meeting: January 20, 3:00pm-4:30pm

Upcoming Events

- Final Day to Nominate for Excellence in Advising Awards: January 15, 2021
- COTA Virtual Conference: February 18, 2021
- NISTS Virtual Conference: February 23-25, 2021 (<https://www.nists.org/conference>)