

## **Transfer Advising Committee**

September 15, 2020

3:00pm-4:30pm

**Members Present:** Caitie Dyer (AATC), Dylan Earnshaw (CNAS), Ross Hawkins (AATC), Jay Howard (COAL), Campbell Keele (COB), Hillary Mayes (CHHS), Mandi Muse (CHPA), Juli Panza (COE) Jaime Ross (Outreach)

**Members Absent:** Jim Bellis (COA)

### **Discussion Items**

- Updates from committee members
- Transfer advising projects with the Office of Admissions
  - Caitie and Tai McCoy (Office of Admissions) have created a communication plan for Undeclared, Pre-Law, and Pre-Health transfer students. Communication will be sent automatically through EMP after admission. Email information will include an introduction and how to schedule an advising appointment. Jaime stated that her area has also worked with Admissions to schedule communication through EMP, and the Admissions staff shared they would be willing to work with other areas to create communication plans through the system.
  - Donna Rebmann, Ross, and Caitie are working with Admissions and Computer Services to assign transfer students with an advisor at time of admission. Advisor information would be pulled from an updated transfer advisor list and would be included in acceptance materials.
- Schedule release changes and impact on transfer advising
  - The committee discussed how different centers/advisors are handling the change in release of schedule. In order to meet the needs of transfer students, some advisors shared they are meeting with students who are not required to have an advising appointment before October. Others shared they do not plan to send out communication for students to make appointments until October 1, 2020.
  - It was discussed that some majors have more set course options, so advisors can meet and discuss courses before the schedule is released. However, advisors for majors and departments without set course options are not able to have productive appointments with new or returning students until October.
- University “check-out” process for students
  - Hillary and advisors from the MCHHS Advisement Center have discussed creating a “check-out” process for students leaving Missouri State. The process would be a way for students to share information about why they have decided to leave and provide information/checklist of items to complete before transferring.
  - It was discussed that students are looking for an outlet to share that information with the university, and could look like the survey completed at graduation

- Survey information could be used for retention purposes and advisors could discuss trends in why students are transferring out
- The Transferring from Missouri State Checklist was discussed as a previously utilized resource (PDF document attached). The checklist was asked to be removed from the Academic Advising and Transfer Center website.
- Scheduling future TAC meetings for Fall 2020
- Restructure of Transfer Advising Committee
  - Ross shared he will be stepping down from his position as chair of the committee
  - Members were asked to think about the idea of standing and rotating members, the committee chair position, and future action items. This will be discussed more in the October meeting

**Next Meeting: October 20, 3:00pm-4:30pm**

### **Upcoming Events**

- MACADA Conference: September 18, 9:00am-1:00pm
- Majors Fair: September 24, 9:00am-1:00pm  
(<https://www.missouristate.edu/Advising/majors-fair.htm>)
- Transfer Advising Forum: October 27, 12:00pm-1:00pm
  - Transfer Advising Committee will need to discuss advising forum topics for Spring 2021 and have information to Ross Hawkins before winter break.