

Transfer Advising Committee

October 20, 2020

3:00pm-4:30pm

Members Present: Jim Bellis (COA), 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)

Discussion Items

- Purpose and Structure of the Transfer Advising Committee
 - Future Action Items
 - Members of the committee asked about the original purpose of the Transfer Advising Committee. Ross shared the Transfer Advising Committee Charge document with the group (PDF document attached). It was stated the group was formed with the intention of improving the transfer advising experience and advocating for transfer student needs.
 - Members of the committee shared they felt the original charges had been met and agreed the opportunity to be a resource to one another through participating in the committee benefitted transfer students. It was also stated the committee has been an important resource in disseminating information across campus when changes to transfer advising occurred, including CORE 42 and the transfer website.
 - The following action items were discussed as projects that could be focused on in the future; a Transfer Advising Conference for community college advisors co-sponsored with the AATC (2021-2022), proactive transfer outreach at the department level, and a Transfer Advising Workshop.
 - The committee was encouraged to think about transfer advising and initiatives post COVID-19, and how the technologies that have been implemented during this time could impact the transfer advising community. We discussed offering a Transfer Advising Workshop to community college advisors from MSU West Plains, Crowder, and OTC through Zoom. Hosting a virtual workshop would provide opportunities for networking and would make the experience accessible to more advisors.
 - When discussing transfer outreach at the department level, members of the committee shared how they had worked with Admissions to proactively contact transfer students. Jaime stated Adult Student Services has worked with Admissions to create scheduled messaging and personal landing pages for students. Mandi and Juli shared they have used the EMP system to pull information and contact students. Caitie stated she created a communication plan with Tai McCoy that includes emails automatically sent to Undeclared, Pre-Law, and Pre-Health transfer students after

admission. Ross also mentioned that members of the AATC are working with Ben Metzger and Computer Services to have transfer advisor contact information sent to students with their acceptance materials.

- Members of the committee felt it would be beneficial to ask Ben Metzger and/or Tai McCoy to attend a future meeting and discuss how advising and admissions can partner together to proactively outreach to transfer students. Caitie will reach out to ask if they can attend a future meeting.
- Member Roles and Terms
 - The committee discussed the option of standing and/or rotating members. It was shared that having both standing and rotating members could be confusing without written guidelines. The group also reviewed the member system for Provost's Academic Advising Council, which includes both types of membership. The group felt that if there were rotating members, they would need to commit to at least a two-year term.
 - The group decided on standing membership and stated that if members need to leave the committee it would be their responsibility to find a replacement from the area they represent. To find a replacement, members will discuss with their individual college or advising center.
- Committee Leadership
 - The group decided the committee should be chaired by the AATC representative, currently Caitie. Members shared the representative from the AATC would be able to serve as an unbiased leader who could share information from areas across campus. The group also shared they would like to continue to receive notifications about professional development opportunities from the committee chair.
- The group plans to discuss length and frequency of committee meetings at the end of the fall semester.

Next Meeting: November 17, 3:00pm-4:30pm

Upcoming Events

- 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.
- Ask an Advisor, Transitions LLC: November 4, 7:00pm-8:00pm
- NISTS Virtual Conference: February 23-25, 2021 (<https://www.nists.org/conference>)