

# **Transfer Advising Committee Meeting**

**Wednesday, April 4<sup>th</sup> 2-3:30**

## Members Present

Jim Bellis (COA), Jessica Bendure (COE), Bethany Laws (COB), Hillary Mayes (CHHS), Ross Hawkins (SDPA), Mandi Muse (CHPA), Jaime Ross (Outreach)

## Members Absent

Brian High (CNAS), Nora Cox (COAL)

## Visitors

Rebecca Neal (SDPA)

## Transfer Student Advisement and Registration Day

1. Proposal draft was sent to everyone in the committee about logistics:
  - a. Friday, June 22<sup>nd</sup> (9-4)
  - b. Online application to register with a deadline of Monday, June 18<sup>th</sup>
  - c. Recommend having event in PSU since Welcome Center is unavailable for the duration of the event
  - d. Students will go to the advisors' office for appointments
2. All committee members present at meeting said they are available to help with the event
3. Scheduling the advising appointments-committee members will serve as contacts for respective colleges
  - a. Ross and Jaime will coordinate this effort; create a shared Excel document for tracking purposes (Jaime will create this).
  - b. Each transfer advising committee member will be notified weekly when a student from their college registers for the event.
    - i. Committee members are responsible for reaching out to advisors in their college to schedule advising appointment.
    - ii. Will need to update shared spreadsheet so information is centralized
    - iii. Ross will ask Kelly Wood if she will be the contact person for COAL.
    - iv. CNAS-Brian High has been unable to attend meetings this semester due to teaching schedule (will need to figure out how to handle CNAS).
    - v. What to do when we can get student in for advising before the event?
      1. Committee thinks it's in the best interest to see student before June 22<sup>nd</sup> when possible.
      2. What impact will this have on the numbers for the event?

3. Data will exist on how many students registered online for event.  
Can this be a measure of success?
4. Postcards describing the event will be mailed to admitted transfer students for fall 2018 who have yet to register. Office of Admissions will begin this process in May.
  - a. Suggestion- Add statement on postcard to let students know they do not have to wait for this date to meet with an advisor to register.
5. Holds need to be addressed before the event, but computers will be available for students to use when necessary.
6. Concerns about Transfer Advising Days:
  - a. Will this event be successful in the number of transfer students we see? How do we gauge success when thinking about the time and resources being used?
  - b. Is it feasible for classes to be saved for transfer students since this is happening during SOAR season?
  - c. Question of whether students who have registered should be able to attend for other areas besides the advising part (not this year though).

#### Discuss and plan Advisor Forum for fall 2018

1. How/what do we want to present on for the Advisor Forum in fall 2018?
2. Topic Ideas:
  - a. Reevaluation Process
  - b. Meet Your Transfer Advising Committee
  - c. Knowledge about transfer demographics (report on quantitative data)
  - d. Discuss the development of a university transfer advising philosophy/mission, essential job duties and responsibilities, and inventory (list of everything the university does to support transfer students)
  - e. Transfer recruitment and how different colleges approach it
  - f. Transfer days
  - g. Transitions LLC
  - h. Transfer Council
3. Will need to choose topic at May's meeting, write description for forum and email to Kathy for approval

#### Transfer advising philosophy/mission, essential job duties and responsibilities, and inventory

1. This agenda item was only addressed to say we need to work/finish it before next fall (ran out of time).