

Transfer Advising Committee Meeting

Wednesday, May 2nd 2-3:30

Members Present

Jim Bellis (COA), Bethany Laws (COB), Hillary Mayes (CHHS), Ross Hawkins (SDPA), Mandi Muse (CHPA), Jaime Ross/by conference call (Outreach)

Members Absent

Brian High (CNAS), Nora Cox (COAL), Jessica Bendure (COE)

Visitors

Rebecca Neal (SDPA), Bart Tibbs (Admissions)

Transfer Student Advisement & Registration Day Details

1. Students will be able to select their advisor time preference by choosing two different times that would work for them during the day
2. The appointment time then will be made on a first-come, first-serve basis
3. Reviewed what students see when they register for the event. After a student registers:
 - a. Confirmation page
 - b. Allow up to one week for an advisor appointment to be made
 - c. Student will receive an email from their advisor about their advising appointment
 - d. Committee member will be person of contact for college (excluding Brian High and Nora Cox)
 - e. Kelly Wood may be available to serve as the point of contact for COAL (Ross will talk to her about it)
4. Ross and Jaime will receive information about students who have registered and will maintain the information on an Excel spreadsheet that all committee members can access
 - a. For COB, please grant access to Sandy Culver, Alisa Trotter and Katy Seery
5. Committee members discussed the need to provide feedback on what went well and can be improved for future events
6. Assessment of the event will go out through a survey for students that attended
 - a. Committee also thought that advisors and other faculty/staff working the event should also be surveyed as well

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 need to be decided for the fall sometime in July

3. Core 42 was a topic that seemed to be a good forum choice to continue to educate transfer advisors and other members of the campus community
 - a. Session should be more than just a PowerPoint presentation; perhaps use case studies written by members of the Transfer Advising Committee
4. Committee members will be emailed during the summer to come up with finalized idea

Transfer Advising Committee Mission

1. This agenda item was only addressed to say we need to continue work and finish it (hopefully in the fall 2018 semester)

Miscellaneous

1. Rebecca Neal will chair the committee while Ross Hawkins is on paternity leave in the fall (September, October and possibly November meetings)
2. Meetings in the fall semester will be on the first Tuesday of each month starting on September 4th from 2:00 – 3:30 (time is to remain the same each month as well)
 - a. Checked online class schedule to make sure Nora Cox and Brian High do not teach during this time
 - b. Will need to confirm with Jessica that this time works
3. Fall committee meetings
 - a. Tuesday, Sept. 4th 2-3:30
 - b. Tuesday, Oct. 2nd 2-3:30
 - c. Tuesday, Nov. 6th 2-3:30
 - d. Tuesday, Dec. 4th 2-3:30