

## **Transfer Advising Committee**

January 20, 2021

3:00pm-4:30pm

**Members Present:** Jim Bellis (COA), Caitie Dyer (AATC), Dylan Earnshaw (CNAS), Jay Howard (COAL), Campbell Keele (COB), Hillary Mayes (CHHS), Mandi Muse (CHPA), Kristen Thomas (COE)

**Members Absent:** Jaime Ross (Outreach)

### **Discussion Items**

- Updates from Committee Members
  - All committee members in attendance will continue seeing students virtually through the Spring 2021 semester.
  - Jim is working full time in the office. The College of Agriculture normally has several spring events for high school and other potential students that are not happening this semester due to COVID-19. The College of Agriculture will have an in-person Transfer VIP Day in April 2021.
  - Dylan is mostly working from home for the spring semester. He and Sarah Foster are working on a calling campaign for admitted transfer and non-traditional students in the College of Natural and Applied Science since they are unable to attend normal recruitment events. Dylan shared the campaign has been successful. The College of Natural and Applied Sciences is working to offer more online course options while incorporating lab requirements.
  - Jay is working from home full time and is adjusting to his role as departmental advisor. Jay mentioned that he has benefitted from using YouCanBook.Me for appointment scheduling.
  - Campbell is working from home full time. She shared the first week of classes was busy with getting students registered and adjusting schedules. For the first week of classes, advisors in the Business Advisement Center kept a 48-hour scheduling window, but blocked time throughout the week to see “walk-in” appointments. The College of Business did not schedule any Friday classes, and are using Fridays to deep clean Glass Hall. The College of Business will have a Transfer VIP Day on February 26, 2021 through Zoom. Participating students will meet with department representatives in the morning and with an advisor in the afternoon. There are currently four students who have signed up for the event.
  - Kristen and Education Advisement staff rotate their time in the office. Kristen shared COVID-19 has impacted practicum students in the College of Education, and their in-person or virtual experience is dependent on placement. She mentioned there are many transfer students interested in the Special Education/Cross Categorical Undergraduate Program and online course options. For the first week of classes, the Education Advisement Center had one main “walk-in” Zoom link they shared with all students. During set times the advisors were in the Zoom room and would enter breakout rooms for individual advising.

- Caitie is working in the office one day a week (Friday). For the first week of classes, the Academic Advising and Transfer Center changed their scheduling windows to 30 minutes for exploratory students and 1 hour for transfer and BGS students. Caitie worked on a calling campaign for admitted transfer students not released to registered before the beginning of the spring semester. The Academic Advising and Transfer Center has released the Advisor Forum schedule for Spring 2021 and will be hosting a Town Hall Forum on February 2, 2021.
- Transfer Advisor Forum
  - Questions sent to panelists to discuss:
    - How should we recruit transfer students from your institution?
    - What are common characteristics of your student population?
    - How should we prepare to help students as they transition from your institution?
    - What are obstacles you face advising students in transition?
    - How can we partner with community colleges to promote student success?
  - Forum Details
    - The panel will address questions in a round-robin style. The panelists have been sent the questions to prepare and will be provided with approximate time for each answer. This will allow for each panel member to participate in the discussion.
    - Campbell will create a PowerPoint presentation which will include an introductory slide with panelist pictures and information and individual slides for each discussion question.
    - Caitie will facilitate the panel discussion and request pictures from the panelists to be included in the PowerPoint.
- Future Transfer Advisor Workshop
  - The committee discussed options for a future Transfer Advisor Workshop, either in Fall 2021 or Spring 2022. Committee members decided it would be best to start the planning process later in the semester due to COVID-19 concerns.
  - The committee discussed in-person and hybrid options for a Transfer Advisor Workshop. If the workshop is offered in a hybrid format, the committee could invite advisors from outside institutions to attend. However, a concern for a hybrid workshop would be length and how long attendees would be willing to participate in a Zoom event. This will be discussed more in a later meeting.
- Action Items for 2021
  - Transfer Advisor Workshop (Fall 2021 or Spring 2022)
  - Connect with Transfer Council and Academic Advising Council to share ideas and information related to transfer student success at Missouri State (i.e., Policy changes and University initiatives)
  - Build and maintain relationships with community college partners and advisors. This could include inviting representatives to attend Transfer Advising Committee meetings and organizing joint events with advisors from community colleges (similar to previous event with OTC advising staff). The main purpose would be to strengthen connections with community colleges and make space for collaboration in order to best serve students in transition. Committee members shared an interest in learning more about outside advising structures, having a

point of contact at community colleges, and learning how to assist our shared student populations.

- Working on the Reverse Transfer system. Committee members shared that when students are interested in the Missouri Reverse Transfer, they are not able to view which courses students need from previous institutions. It was stated that being able to see a student's degree audit from a previous institution or associate's degree requirements from a previous institution would be helpful in determining courses needed. Though advisors are able to view unofficial transcripts, they are unable to access what is needed for a previous degree.
- Additional Discussion Items
  - Advisor questions and concerns from the first week of classes:
    - When is tuition due? Where can advisors find information about financial aid and scholarships?
    - Questions about Missouri Reverse Transfer and transferring general education (specifically math and science requirements).
    - Requirements for graduation and graduation applications
    - Questions about Academic Probation and Suspension. It was stated that many students do not understand academic standing and the gravity of probation and suspension.
    - GPA Calculators. Hillary shared an excel GPA calculator with the committee, and other members discussed online calculators.
    - It was discussed that some of these questions could be submitted for future advisor forums and could be addressed in a future advising workshop.
  - The Missouri Civics Exam is not waived for all transfer students. Students must have completed transfer work prior to Fall 2019 in Missouri or would need to appeal. The requirement is not automatically waived for out of state transfer students. The PLS 101 course can be taken as preparation for the exam, and students can take the exam multiple times without penalty.
  - Moving forward, meeting minutes will be emailed to committee members and will be included on the [Transfer Advisor Committee Minutes](#) website.

**Next Meeting: Wednesday, February 10, 2021 from 3:00pm-4:30pm**

### **Upcoming Events**

- COTA Virtual Conference: February 18, 2021  
(<https://dhewd.mo.gov/cota/cotaconference.php>)
- NISTS Virtual Conference: February 23-25, 2021  
(<https://www.nists.org/conference>)
- Facilitating a Smooth Transfer Experience: A Conversation with our Community College Colleagues: March 1, 2021, 12:00pm-1:00pm
- Master Advisor Reception: March 24, 2021, 4:00pm-5:00pm