

ATF Meeting Notes (1-30-05)

Categories for advising/orientation

Cunningham, Parrent, Deal will establish draft criteria for **non-degree** category

New **college-ready**: declared and no academic deficiency

- Require only on-line orientation—problem: when do they receive advising?
- If they're new, why not give them small group advising? They could—and probably should—want it

New **at-risk**: undeclared and/or academic deficiency

- Discussed how to group students for small group sessions
- Do we group all academically deficient together—advantages: similar problems, thus similar advising—less embarrassment between peers—more efficient
- Mix the groups—advantages: nurtures diversity and mentoring—advisors can individualize orientation to avoid delivering inappropriate material

Determine when we pass students on to Program advisor

Returning students = having stopped out for over a semester

Require on-line registration only for returning students

Marketing and training issues

- Train priority registration students in April—need to know what to expect—create concise handout that alerts them to key changes, particularly dates like drop/add
- Begin training faculty immediately
- Training = internal marketing plan and external marketing plan
- Schuermer and Parrent conduct 1st training for faculty and staff on Feb 11—focus on shift in philosophy—nail down calendar and mechanics (groupings, key dates, etc.)
- Registration becomes, essentially, a rolling registration, Apr 16—Aug 1
- “Application” means all materials in: test scores, transcripts, form completed
- Marketing is critical—involve Admissions staff and PR person ASAP
- Use Student Ambassadors during Aug 2-5 to contact students who register near deadline
- Pilot new advising process with Radiography—Gibson agreed to do it

Redefining kick-off

- Kick-off becomes assessment session—motivation no longer necessary
- Move to Aug 26—allows for more comprehensive assessment since classes will have begun
- Assign specific groupings
- Develop criteria for evaluation

Role of Master Advisor (only touched on this—needs to be focus of next meeting)

- Responsible for managing/supporting the process that leads student to a career choice (how will student be routed once major is declared)
- Responsible for assessing student needs (what does the individual student need to make intelligent early decisions about career and academics planning)
- In collaboration with student, drafts Student Success Plan
- May individualize advising after first small group session

Some things that came to mind after the meeting:

- Run all new students through small group sessions
- Will depend on number of new students—wouldn't any new student want/benefit from the session?
- Involve students in review of plan—conduct a focus group with SGA reps, student ambassadors and a few at-risk students?