

**ATF Meeting Notes**  
**February 4, 2005**

**Grouping and advising issues:**

- Parrent presented freshmen data—data indicated that the total number of new students would not be that much greater than the total number of Dev Ed and undecided students combined—Parrent suggested that we consider serving all new students
- Question: do Returning and Readmitted students require same level of hands-on advising since they're already motivated enough to return?
- Much discussion about who constitutes at-risk group: do we redefine at-risk as 1) all new students since that number doesn't appear to be much larger than the total undecided plus Dev Ed or 2) just students enrolled in one or more Dev Ed classes?
- Group agreed on the following: only those students with one or more Dev Ed classes would be considered at-risk
- Next question: what do we do with new college-ready students (a group which now includes undecided)?
- Answer: college-ready undecided are referred to CAP Ctr—receive one-on-one advising—estimated that 16-18 students per week will fall into this category—college-ready required to take on-line orientation—upon presenting proof that they've completed on-line orientation to CAP Ctr staff, they are referred to program advisor—Divisions will provide list of advisors who will be available Apr to Aug—Apr to May advisors would be available as part of normal advising responsibilities—T3 funds would pay for 4 hrs/wk for 8 wks to cover advisors Jun and Jul for new college-ready students—these advisors would be generalists, familiar with variety of programs in Division and able to get students registered in appropriate classes on-line—the student would then be passed on to specific program advisor
- Suggested that college-ready student identify an “area of interest” (manufacturing, allied health, etc.) upon completion of on-line orientation—this helps CAP Ctr direct student appropriately
- Dev Ed students stay with Master Advisor until Dev Ed courses are complete
- Complete application = form filled out, placement exams taken, transcripts on file—then a student can be scheduled for an orientation/advising session

**Date issues:**

- Must identify a date immediately in order to begin marketing—new applications are already coming in—what do we tell them regarding their next step?
- On-line orientation material up and operational by Apr 1.
- Group agreed on May 2—on May 2 students who have complete application process can meet with an advisor—will put this process in acceptance letter—thus, effective May 2 we begin the orientation/advising process, and we must know who, what and where they are to be sent
- Parrent suggested purchasing scheduling software to expedite process
- Group agreed that Jul 25 would be last day for at-risk student to schedule small group orientation/advising session
- Must address what to do with at-risk students who apply between Jul 25 and Aug 1

**Curriculum issues:**

- First small group session needs to be uniform from MA to MA—training is important—who can we assign this to right now—must prioritize critical developmental advising skills to be covered in first session
- MA's can individualize follow-up to first session
- Must revise *Passport*—who can be working on this?

Next meeting Feb 11, 12:30-2:30, Rm 105, LRC Bldg.—Parrent and Schuermer will conduct pilot training for on-line registration—Parrent does mechanics, Schuermer does philosophy (very brief!)