

Advising Task Force Meeting Minutes

Date of Meeting: April 2, 2004 - 1:00 pm

Location: JHG, Room 308

Present: Jay Parrent, Sherry Hewell, Caroline Clayton, Jude Roy, Chet Cunningham, Susan Moss, Helen Grothem, Loretta Elder, Tressa Marlow and David Schuermer.

David gave an overview of what the Title III Grant means and how it can strengthen the college.

- highly coveted federal grant; \$365,000 a year for five years
- consists of two components:
 - Pedagogy (DECC)
 - developmental education courses
 - gateway courses

Advising (ATF)

- web-site (needs to be a more user friendly interactive web-site)
- early warning
- advising process

Members were encouraged to go the advising website for the Community College of Denver at <http://ccd.rightchoice.org/EPAC/>

In August, Dr. Randy Swing from the Policy Center for First Year Student will be the keynote speaker at the fall kickoff.

Jay Parrent took over meeting at this point. Suggestion was made that the first step in this committee process be investigative: 1) what are we doing now, good and bad and 2) what should we be doing? Evaluate what we are doing and realistically assess how we advise students.

Discussed on-line registration:

- how it would affect the advising process.
- noted no time line has been set for on-line registration.
- on-line registration would give faculty more time to advise

Discussed what a Student Success Plan might include. A sample SSP was distributed.

Discussed:

- next week's priority registration
- the technology needed for an advisor to have at his or her fingertips
- the pre-requisite information needed for a particular class that a student signs up for
- working with the school systems on a way to help those students who take the ACT in their junior year but get low test scores. Is there a way for the students to take the

remedial classes while still in high school? Could it piggy-back it on the new “School Counts” program?

- the new Counseling Center move. It was suggested that it be well advertised so that the students would know what is available and where it is located.
- extending advising into the high schools before they start college
- Could committee members see evaluations on the advising process?
- degree audit and how it works. People Soft is working on software for the degree audit but there is no time line as to when it will be available.

Suggestions:

- before we institute a SSP, obtain student input
- SSP should be on-line.
- an e-mail should be sent to faculty requesting any forms, materials, software, etc. that they use in advising
- should the SSP be generic or program specific?

Each member was asked to think about priority registration

- what software would help you
- what information would you need at your finger tips (example: GPA, pre-requisites)
- elements of SSP (examples what information to give them)
- how you advise (what’s being done now and what you feel would help you)

An e-mail will be sent to each member for the next meeting to be held at the end of April.