Members Present: Cheri Bridgeforth, Ellen Goldberg, Pat Gordon, Beth Harper, Tharen Koelsu, Laura Hatfield, Pat Lunt, Denny May, Noreen Nutting, Rosary Ossorio, Nan Peck, Matt Reynolds, Natalie Safley, Libby Sears, and Judy Snyder.

**Approval of Minutes:** The minutes from the January 15, 2008, meeting were approved as presented.

**Old Business:**

**Process for a student to claim mitigating circumstances if withdrawing after the 60% date.** At the January meeting it was agreed that clarification is needed as to accepted documentation and guidelines for such a situation and that Drs. Dever and Harper would review this issue and report back to the committee. This discussion was tabled until the March meeting.

**Article: “Some Community-College Students Fall Through the Cracks in Their First Month.”** It was suggested that this article be discussed at the March 13th Student Services Day of Learning, and recommendations solicited from that group as to ways to address this problem and enhance student success.

**Community College Survey of Student Engagement (CCSSE).** Committee members were requested to encourage students and faculty on their campus to participate in this upcoming survey. CCSSE will examine student engagement in five benchmark areas: active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners.

**New Business:**

**Committee on Committees.** Ms. Peck advised that the College Senate’s Committee on Committees periodically reviews the mission, structure, and relevance of the various college committees. As a part of that review, the committee discussed the charge and the mission of the ISSC. The uniqueness of the committee was noted as it is charged to address both matters pertaining to the quality of education in the college and matters pertaining to student life and the welfare of the student body of the College. There was consensus among the committee members present that the ISSC is a very valuable and productive forum for instruction and student services matters to be addressed. Ms. Peck noted that the ISSC is also unique in that it has student members actively engaged in its discussions.

There was concern that the committee does not have time to adequately address the numerous issues brought to its attention. It was suggested that separate workgroups could research and provide preliminary recommendations on issues prior to the committee discussion.
Some areas recommended for ISSC discussion are:

- Program review recommendations
- Supporting adjunct faculty
- Sharing of information, e.g., a clearing house role for topics such as the
  - Report from the Taskforce on Mental Health
  - Academic Deans Council’s training for assistant deans
  - Assessment of the student services reorganization
  - Achieving the Dream

**Academic Advising.** Ms. Peck discussed the recommendation made by the ISSC in 2006 regarding academic advising. She noted that while some of the recommendations are now in place, college-wide advising is still inconsistent and remains a major area of frustration for NOVA students. Findings from past CCSSE surveys and from student focus groups indicate that students want advising early in their college experience but often do not know how to get it. Dr. Harper stated that requests for academic advising training should be forwarded to her.

Advising Week for Fall 2008 is scheduled for April 7-11. It was agreed that advising is handled differently on each campus with the Medical Education Campus having the most structured advising organization. One specific area of concern is pre-advising for students who plan to enter one of the programs at the MEC.

It was agreed that academic advising can be integrated into NOVA’s Achieving the Dream initiative as it has been shown to be directly tied to academic success and the graduation rate. Dr. Harper noted that the Academic Deans Council and the Deans Working Group are presently involved in a joint effort to review academic advising. Mr. Jerry Boyd, Chair of the Academic Dean’s Council, and Dr. John Thrash, Chair of the Deans Working Group, will be invited to attend the next ISSC meeting to discuss this review.

There was consensus that the ISSC continue to support Advising Week and the enhancement of academic advising throughout the college. Toward that end, the committee recommended the following:

- Information on Advising Week should be available early. Posters and flyers should be in place immediately following Spring Break.
- This event should be considered an important part of helping students prepare for registration.
- Academic divisions should support and participate in this event.
- Feedback from each campus on Advising Week was requested for future committee discussions on this topic.

The next meeting of the Instruction and Student Services Committee will be on Tuesday, March 18, at 1:30 p.m. in the Large Board Room at Brault.