ACAPA Meeting Notes
Friday, February 21, 2014

Dr. Leidig- Announced James Edwards is leaving to been at Tidewater and Titus will be Acting in his absence

Dr. Bowman- Coordinators and FYE Advisors took FA training as a result of new access in SIS

Dr. Gabriel-Re-defined and refine queries so that they are more helpful for GPS and Pathways Advisors

With the new mandates we will be tracking new information that will be helpful to host campus. This way we are not double dipping on student help.

Each of the campuses are honing the new process for the handoff
   The date for the student to be officially handed off is March 17 (as set by ACAPA)
   Campuses will be hosting activities and meet and greets to support this initiative
   Some campuses are going about this differently since they did it in December
      WO did "I heart advising"
      MA low on funds but did handoff in December (went well)
      AN will be having an event
   Brian recommended following up with students who were handed off in December

Coordinators will have a retreat in early March (possibly March 10 at AN from 9:30 to 3pm)

Advising Specialists will be meeting to ensure practices are streamlined

Mark Mannheimer and Dr. Bowman presented to Master Advisor Meeting for Technology Team 1

Admin Council has thrown their full support behind 6 Recommendations:

Intake Processes (GPS population only):
   Mandatory Placement Testing
   Mandatory Orientation
   Mandatory Advising
   Mandatory SDV
   Mandate (students in need) take Developmental Courses First

For all:
   Mandatory on time registration
      Cut off will be before the day before term start
      Exceptions to the rule can only be made the first week of class Query will be run every day every hour

2 biggest issues:
1) It will put a service indicator on students account which will put a hold on their registration activity. PeopleSoft will send student an email welcoming them and telling the next steps. The issue is that PeopleSoft cannot take holds off. The service indicators may be removed manually. Could be a challenge for FA.
2) Want to be very careful that exceptions to the rule be done uniformly

Each campuses has an implementation team and the Provost is the chair of the meetings.
There will be different goals as the program rolls out. There will be suggested goals and timelines to help shift the culture gradually. Many details will be TBD.

Discussion:

Suggestion to offer and market orientations early
Confirmation that testing is done in HS
What does FA communication look like as a result?
Do FYE Advisors have enough access and training in SIS?
  A. FYE Advisors have similar access as Pathway. There is an ongoing discussion at Admin Council about this.
In terms of the FA that students get, many students must be full time.
What is the plan for students who drop a class on their own and need to get into another class or they will lose their aid?
  -Should we run a query
  -Should we add this in orientation
  -What will that look like?
What if a student is a Veteran/Active Military? FYE Advisors do not have access to this in SIS.
We will need to consider what time of training is necessary.
  How will we work with students who are angry due to holds?
  Dr. Gabriel discussed that we will lose some students, but overall we will retain students because they will be better informed and prepared
Most challenging aspect is mandatory developmental courses: if student is needing developmental courses, the mandate will be to take English then Meth. A list of classes will be released of what classes students can take if they have a developmental for example, if student needs developmental math, can they take history?
  -If student needs to be full time, what can they take so that they are not overwhelmed?
  -Cluster is going to take a quick survey to weigh in
SDV rule will start to be enforced.
  -A query run showed a breakdown of who takes SDV when. 30% of students take it in their first semester, 30% take it in their last.
  -There has been a discussion about SDV caps
  -Khaseem suggested incorporating peer advisors into the SDV classes to create human connections in larger courses
Mandatory on time registration:
  This will be the biggest culture shift
  Students can o into later sessions but cannot go into a class late unless they have an exceptions.
  Only the Academic Dean will be able to make these exceptions (and are encouraged to be consistent)
Alison (not present) forwarded a handout that announced Rupen Shaw is on board.
  Rupen will eventually be invited to our group but has more pressing issues with the CRM to address first.
Does Hobson’s talk directly to PeopleSoft?
  A) The information is uploaded during the evening...there is a one day delay
  There is a hopeful due date that Hobson’s will be up in April but Hobson's is asking for more time (Senior Admin is reviewing the contract)
Master Advisor's Course:
   Training went well
   Most of the FAM's Attended
   New faculty advising website is still in the process of being updated... the manual is ready to be reviewed by editor
   Master Advising Course II (March 21, 2014): Deals more with case studies; same cohort (limited to 30).

Summer faculty advising:
   Rhonda Myers sent in questions (in absentia)
   How will be using money on each campus this year?
   There is identified need for funding
   There is an added concern that the 6 mandates may increase the needs of continuing students.

Training and funds necessary.
   Is structured advising the best way?
      First issue: the number of students returning (establishing the needs)
      Second issue: resources
      We will need to examine the need and what skill set is required.

What is going to happen to FAMs release time?
   Three semester hours for the 1st semester, three semester hours for the second, and 1.5 semester hours for the second year or 3 hours for the academic year. What happens year four?
   There was a discussion that campuses with buy in will have significantly less time needs than other campuses.
   What are the ongoing demands of position?
   Dr Bowman is working on a report to document what FAMs are doing
   There was a suggestion to make the 1.5 continuing past the second year.
   Dr. Gabriel will need data before he can bring ideas to Admin Council

Next meeting: March 21, 2014 1-3 (note, that is the same day and time of the Master Advising II course).