ADVISING COMMITTEE MEETING
Minutes
Room 204, 11 am-12 pm, 1/20/2017

In attendance: ☒ Henry, Rick
               ☒ Moyer, Matthew
               ☒ Thompson, Greg
               ☒ Turner, Patrick
               ☒ Walborn, Joyce
               ☒ Willcockson, Ann
               ☒ Greenwood, Jordynn

Recorder: Cooper, Lori

New Business

○ Advising
  ▪ Student population and matriculation
    • Donaldson and Airport campus
    • New incoming students vs. 2nd year students
  ▪ Faculty and Staff
    • Reasonable advising load and expectations
    • Training-Assess advisor professional development needs

  Advising that meets the needs of Helena College students through different stages of their college careers. Adaptable per student, based on their abilities, years and life. It is about building student agency, creating effective adults. Creating a clear path for students to do well academically to transition into the community. Building our community by keeping local talent and bring out-of-state students to Helena College and our community.

○ Define Roles
  ▪ Student
    • Proactive advisees
    • View of advising

  Student responsibility, and the expectations of advisees. Changing the student’s view by communicating the purpose of advising.

  ▪ Faculty
    • Trio, Faculty, and Student Support Center Advisor
    • Advisor vs Supplemental advisor

○ Committee
  ▪ Expectations
    Student completion, retention and persistence
    Professional Development Training
• Suggested Ideas
  - Triggers to help remind students and faculty about important dates
  - Students know the expectations before advising by sending an email prior to advising appointment
  - Higher ED Vocabulary- prerequisite, corequisite, etc.
  - Budgetary constraints.
  - Training- Individuals brought to campus or utilizing the information/resources we have on campus
  - Create a center for communication, getting the right information housed in one location.
  - Where are we going to house more advisors if housed in the SSC; connection with Airport - Campus; Advisor on the airport campus
  - Identify current practices and best practices for advising on campus
  - Make Starfish notes work for all the connecting units
  - Text messages with, critical dates and updates

DISCUSSION

- Determine need, outline plan, and implement decisions made by the advising committee.
- Provide information as to why we came up with the decision.
- What is the necessary amount of time needed for academic advising? What is considered a reasonable load?
- Limited resources, at max capacity. Find a balance, most community colleges share these same challenges.
- Barriers; Time, communication (language barriers), personalities.
- Faculty suggestion to look at CBA contract to limit classes that will allow more time for advising, if it is a strength. Students should not be penalized for poor advising.

  o Professional Development
    ▪ NACADA - professional development

  o Advising
    ▪ Student and advisor responsibility; Retention; Persistence
    ▪ Survey student to determine advising needs and opinions

ACTION ITEMS

  o DCUM - Share information with committee members - Dr. Turner
  o Mission statement - send ideas to Dr. Turner and Joyce Walborn
  o Standard email
  o Create Checklist

NEXT MEETING

  o February 3rd