

Minutes

QEP Orientation, Advising and Registration Meeting
 Dr. Tom Rath, Campus Academic Dean, Charlotte
 November 8, 2012 at 10:00 am (hosted from Charlotte J-118 via video)

	Present	Absent	Excused
<u>Administration</u>			
Thomas Rath	x		
Eileen DeLuca	x		
Christine Davis	x		
Cindy Lewis	x		
Russell Watjen	x		
Kristen Zimmerman	x		
<u>Faculty</u>			
Cynthia Chausse			x
Kathy Clark			x
Martin Tawil			x

	Present	Absent	Excused
<u>Staff</u>			
Jeanette Fritz	x		
Susan Hoeben	x		
Linda Johnsen	x		
Andrae Jones			x
Mireille Lauture			x
Brooke Roughgarden	x		
Whitney Rhyne	x		
Mary Sue Chupak			x
<u>Adjunct Faculty</u>			
Amber McCown			x
Mary Beth Vaughn	x		
<u>Guests</u>			
Crystal Maldonado	x		

Call to order and welcome to guest(s) by Dr. Tom Rath

Holds for current students (Kristen):

- Majority have connected with their advisors
- Better, more accurate tracking
- IT has been asked to lift the Cornerstone hold so students can register

Early Alert for At-Risk students:

- Need better outreach for at-risk students
- Faculty working through early-alert
- Need reporting from IT
- Implement a mid-term blast to faculty or several times through the semester
- Mary Beth Vaughn made the request to change the term to “on-going alert” so that the faculty aren’t thinking that there’s another process in place to identify at-risk students

Advising Intervention (Tom):

- If students are not compelled to meet with an advisor, how do we integrate advising intervention
- Encourage faculty to build into the course syllabus to discuss an academic plan with an advisor
- Encourage the requirement to meet with an Advisor much earlier; e.g., at Orientation
- Monitor student holds, drops, grades, etc.
 - Who will report back to group?
 - Linda Johnson on Collier; Brooke Roughgarden in Hendry-Glades; Shannon Parfitt on Lee; TBD on Charlotte

Recommendation of New Catalog Policy or Language (Eileen):

- Motion by Eileen, seconded by Kristen and unanimously passed that the language in the catalog and policy should be that students must enroll in SLS 1515 in the first semester or with approved exceptions but no later than 15 credit hours.

The meeting adjourned at 11 a.m. The next meeting is scheduled for December 13th, 2012.