

**Academic Affairs Council**  
Meeting Summary – January 27, 2009  
Boardrooms

**Present:** Virgil Agnew, Bridgid Backus, Jim Bell, Russ Burchard, Rod Carter, Margarita Casas, Sarah Chaney, Dodi Coreson, Jeff Davis, Pamela Dunn, Richard Gibbs, Denis Green, Fred Haynes, Kristen Jones, Sharon Ketchum, David Kidd, Wendy Krislen-Adams, Phil Krolick, Mary Ann Lammers, Dan Lara, Karin Magnuson, Faye Melius, Sally Moore, Audrey Perkins, Jorry Rolfe, Gary Ruppert, Carol Schaafsma, Linda Spain, Alice Sperling, Christy Stevens, Jenny Strooband, Gary Westford, Jerry Wille, and Jerri Wolfe

**Absent:** John Aikman, Scott Anselm, Sheri Billetter, Perry Carmichael, Patsy Chester, Bruce Clemetsen, Lynne Cox, Darci Dance, Alan Heywood Beth Hogeland, Jim Huckestein, David Ketler, Kathy Knecht-Miner, Jan Konzack, Janet Lodge, Ihadira Lopez de Search, Cathy Lovingier, Elizabeth Lundy, Ann Malosh, Dawn McNannay, John Niedermann, Steve Pearson, Bryan Schiedler, Ron Sharman, Tom Smithburg, John Sweet, Bill Thallemer, and Mark Weiss

**Welcome:** The meeting was called to order by Richard Gibbs

**Advising Presentations:**

Wendy Krislen-Adams shared about the collaboration between the Business Management Department and the College of Business at OSU.

- Jerry Conner started the collaboration work with the College of Business during the 1980's
- The Business Management Department advisors meet with advisors from COB in the fall and spring each year.
- There is constant communication between the two colleges.
- During spring term advisors from COB come to meet with our students.
- COB has asked us to teach some of our classes on the OSU campus.
- We send our new course outlines and syllabi so they can approve it
- They advertise our courses for us
- We try not to compete with COB

Getting together is what makes it work. The interaction is mostly with the advisors.

Jenny Strooband shared what Agricultural Sciences does to help students.

- Develop relationships
- Recruit
  - Target High School students
  - Meet with students and parents on campus before they enroll
- Advising
  - NSO is for scheduling
  - Give each student a manual
  - Schedule a meeting during the first term/about the 6<sup>th</sup> week
  - Plan the next two years with the student
  - Schedule meetings with the student for both winter and spring terms
- Relationships

- Relationships are built in the cohorts from the Freshman seminar
- Retention
  - Co-curricular clubs help keep students

They know when and why they lose students

Jayne Frazier shared how advising is dealt with in Exercise Sport Science & Health

- Making the Connection
  - They offer an Introduction to PE class
  - From this class they develop a database
  - The students select an advisor
  - The advisor makes contact with the student at least once per term
- Advising Session
  - Find out what the student wants
  - Orient the student with SIS
  - Help the student with a timeline
  - Put limits on how many activity courses they should take
  - Keep up on the General Education Requirements and Prerequisites
  - Look at what four year colleges require
  - Look at Articulation Tables for LBCC and OSU
- Areas of Expansion
  - Do social gatherings to build relationships
  - Want to know why they lose students
  - To stop self-advising
  - Make connections earlier
  - Continue working with database

**Best Practices:**

Audrey Perkins shared from Developmental Studies

- Reassessment Process
  - Making sure that reading and writing scores are accurate
- Work close with Counseling
- Have students start in a Study Skills class
- Piloting a cohort program
  - Four development classes are linked together
- Develop an advising manual for students in developmental study classes

Kathy Clark shared a project that she is working on to determine recommended reading and writing levels for courses.

David Kidd shared from Engineering

- Have students write everything down
- Repetition
- Have OSU advisors come to class
- Pizza feed with former LBCC and OSU students
- Take groups of students to OSU to see advisors

What can you take back to your department?

- The manual

- Advising is time intensive
- Use technology / U-tube
- Use the events we have at LBCC
- Developmental program
- Relationship building

**Final Schedule:** Carol Schaafsma

Carol shared that the final schedule has a break on Monday and Tuesday for WR121 from 12 – 1. On Wednesday there is no break for lunch. She recommended that the Wednesday schedule change to have the afternoon finals from 1-3 and 3-5 instead of 12-2 and 2-4. Carol asked that this would be discussed among the departments and a decision could be made at a February meeting.

**Next meeting will be on February 10, 2009; Rita Cavin will be attending and would like for you to ask her questions.**

**Meeting was adjourned at 4:22 p.m.**

**Notes by Ginger Peterson**