



Faculty Advising Subcommittee
Coastal Bend College
Alice-214
10 AM – 12 PM
April 11, 2014
Meeting Minutes

Meeting of the Dedicated Faculty Advising Subcommittee. Meeting was called to order by member Dee Dee Arismendez.

Minutes were taken by Dee Dee Arismendez & Katy Gifford.

Attendees: Katy Gifford, Co-chair; Bobbie Hill; Dee Dee Arismendez; Josie Schuenemann
Absent: Karyn Mills, Co-chair; Angelica Smithwick; Marissa Garcia

The QLT and advising website was introduced as a source of information about the subcommittee purpose and goals and the updated advising model. (www.coastalbend.edu/advising)

Subcommittee purpose statement was reviewed and members were introduced.

Student surveys were reviewed question-by-question and the following recommendations and changes to the advising model were proposed.

- Faculty should have students in their classes check their CBC email in the first two weeks of class and print and turn in an email from their advisor as confirmation that students know how to check their emails and know who their advisors are. (*This will require the advisor to send an email within the first two weeks of classes.*) The students will then turn their printed emails in to their advisors. This requires the students to meet with their advisors at least once (albeit briefly) at the beginning of the semester. If the students do not know how to check their email, they can ask their classroom instructor for help, which will help identify struggling students very early on.
- Professional development recommendations: (throughout the semester)
 - o Faculty need to be well-trained on resources available to the students, and these need to be practically applied. For example, a student has <blank> problem; <blank> is who they should be put in contact with. (A specific list of web links and contact information would be helpful for this as well.)
 - o Employees of CBC (faculty and staff) need to be cross-trained on helping students locate faculty advisors and resources *on specific sites*. For example: If a student is not aware who his/her faculty advisor is, the “employee” can review the information on Campus Connect under “Student Information” tab and click/highlight on Demographic Data”.
 - o Every employee should go through Mandatory Student Orientation.



Katy will complete the change form for these items and present these recommendations and changes to the QLT committee at its next meeting.

It was also discussed that we would like to compare student surveys from each semester to track areas that are improving and areas that need further improvement.

Some survey questions were very broad and we did not know which students were being focused on: Face to Face, Internet, and etc. Some felt the questions were directed only to face to face students, so it was suggested that the survey include a question about the primary course delivery method for the student (face to face, online, distance learning, hybrid, etc.) to see how effective faculty advising is based on how often the student is on site.

Although outside the specific purview of this subcommittee, the following suggestions were made for other areas of the QEP, based on responses in the student surveys.

- Mandatory Orientation and/or My Cougar Course should consider including a component where students actually sit down at a computer and log in to their email, instead of just having the links/locations pointed out on a projector screen.
- New students should be given a “checklist” (included with their acceptance letter) listing the people they should be seeing and the offices they should be visiting to get started on the right foot. Meeting with their faculty advisor could be an item on the list.
- Also, the “checklist” should be at Student Development Centers and other Student Services departments at all sites.
- My Cougar Course should consider including a module on Campus Connect and student email to ensure students use these resources to their full capacity.
- One of the resources above could provide a student with step by step instructions on how to retrieve the information from Campus Connect.
- Student Development Centers at all sites could consider offering mini-workshops throughout the semester for students, faculty, employees, and part-time employees as a refresher on resources available. (These would be additional APL opportunities.)
- Faculty Advisor lists could be printed/displayed in each department/office on campus to aid in open communication.

Faculty surveys were reviewed in part by the members with each member considering a subset of the survey questions.

The following change was proposed: Student development specialist does not need to take student in person to their faculty advisor, but maps and signage should be provided to the students and be very clear.

Discussion followed and justification for this change is that faculty advisors were expecting student development specialists to bring students to their offices for the first introduction and the student development specialist offices do not have sufficient time and resources to walk each student to their advisor. This caused some confusion and disconnect within the process. It was mentioned and agreed



that requiring students to check and print an email in the first week two weeks of class and turn in to advisor will help address this issue.

A recommendation was made that the school institute “Cougar Fridays” once a semester (or more frequently) as a college-wide day for advising, registration, orientation, etc. at all sites.

Also, it was reiterated that all faculty need to have their work, school, and office hour schedule displayed on their door for student to be aware. It may also be a good idea to give a copy to the site directors/administrative assistants.

There was insufficient time for all members to complete their review and consideration of the survey questions and present their findings. This will be continued at the next subcommittee meeting.

Next meeting is scheduled for April 25, in Alice, from 10am-12noon.

Some members had prior appointments and needed to leave early, so the meeting was adjourned early since there would no longer be a majority present to vote. At 11:40, Katy moved that the meeting be adjourned and Bobbie seconded the motion. There was no discussion and the meeting was adjourned at 11:40 AM.