

Palm Beach Community College
STUDENT SERVICES
Advising Cluster Minutes
9:00am, Friday, October 9, 2009
Lake Worth Campus

CALLED TO ORDER: 9:15am

PRESENT: Mily Davila, Dawn DeBuvitz, Susan Lang, Ron Long (Chair), Bob Schweriner

ABSENT: Jane Hardell, Penny McIsaac, Gwen Royal

GUEST: Jim Wallen

ITEM 1: DISTRICT-WIDE POLICY RE: ORIENTATION

Discussion: The cluster feels that we should have some consistent policy/procedure regarding when orientations are offered and not offered. Our Deans would like direction from us as to what we would like to do. After a lengthy discussion, there was consensus regarding a policy. The main concerns expressed were about students not being able to start classes due to lack of orientations.

Action: A proposal was written. Penny and Susan will present it to the SSLC or Deans Council. After those meetings we will plan accordingly.

ITEM 2: PREP ADVISING GUIDELINES

Discussion: Dr. Sass sent out College Prep Advising Guidelines in July. There was discussion regarding some of the wording in the guidelines in terms of students enrolling in certain classes (i.e. must, cannot, should). There are concerns about how closely we need to adhere to these guidelines. Additionally, the guidelines indicate that EAP0484 is "soon to be named" EAP0460. EAP0484 was renamed EAP0460 effective fall 2007 (20081).

Action: Susan will take our questions/concerns to the prep cluster for clarification.

ITEM 3: DATES/TOPICS FOR PROFESSIONAL DEVELOPMENT DAY

Discussion: Discussed topics and agenda for upcoming Professional Development Day:

- Jeannie Hoban – Counseling Center, 10:30-11:00am
- Craig Gero – New Orientation Registration Procedure, 11:00am-11:20am
- Ron Long – Review Web Advising enhancements including academic worksheet, 11:20am-11:40am
- Ron Long – College-Wide Advising Webpage updates; solicit input from group, 11:40am-12:00pm

Action: Susan will confirm Jeannie Hoban's participation. Ron and Dawn will prepare an agenda for the meeting.

ITEM 4: ADVISING WEBPAGE

Discussion: Everyone agreed that we should spruce up our college-wide webpage. Jim Wallen met with us to discuss our list of enhancements. We would like to showcase the changes on Development Day, October 27.

Action: Jim will begin working on updating our webpage and have some enhancements completed by October 27.

ITEM 5: TABLED ITEMS

- Same agenda for SLS presentations
- SLS students being sent to advisors for an "assignment"
- HS counselor luncheons...are they worth the time, effort and money?
- Develop AA pre-major handouts
- Computer rooms for orientation – 1st class
- Inter-cluster reps (e.g. career, registrar)
- Compilation of Susan's workshop on 2/13/09
- Fast Break/Summer Bridge orientations
- Advising Manual update
- SOAP issues
- Advising brochure – by campus or college-wide
- Developing a "tip sheet" (like financial aid) for advising (email, handout) posted on college-wide advising webpage

NEXT MEETING: Friday, November 13, 2009. Location TBA.

ADJOURNMENT: Main meeting adjourned at 12:00pm; meeting with Jim Wallen was held from 1-2pm.

Scribed and submitted by: Dawn DeBuvitz