

Palm Beach Community College
STUDENT SERVICES
Advising/Counseling Cluster Minutes
Tuesday, October 14, 2008 CT 105

MINUTES

General Cluster Items

ITEM 1: Debriefing Notes (McColskey)

Discussion: BUMP ISSUES (advising) – additional override capabilities are needed by advisors; not clear as to the meaning of the 3rd bullet: “access to transfer student materials”

ROADBLOCK ISSUES (advising) – phone advising: many advisors are not sure how to authenticate person on the phone; they want to help but not clear how; assisting students on the phone reduces traffic and waiting in lines

Action: take override issues before advisors on PDD on 10/22/08 to get a definitive list of overrides needed; Ron will get with Ed Mueller to get minimum authentication requirements for phone advising

ITEM 2: PDD Agenda for 10/22/08

Discussion: topics: 1.) “Students Matter” initiative will be presented; 2) overrides and other salient advising issues; 3) district advising webpage; 4) advising manual; 5) orientation “wish-list”

Action: Penney will present topic 1, Dawn and Ron will share the remaining items

ITEM 3: Advising manual

Discussion: discussed how we want the manual to look and how to link to current catalog, thus eliminating the need to update every year

Action: Will discuss at PDD; Ron is working on this item

ITEM 4: Dates On Calendar

Discussion:

Action: Date set for next cluster meeting: Nov. 7th in LW from 12-4; Dr. Anderson will be invited; date set for district in-service training: Feb. 13th at PBG

Scribed and submitted by: Ron Long
(Cluster Chair)