

**Palm Beach Community College**  
**STUDENT SERVICES**  
**Advising/Counseling Cluster**  
Friday, December 05, 2008

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MINUTES

**General Cluster Items**

**ITEM 1:     OLD BUSINESS:   Regular and DL Orientations/EPW**

Discussion:   The campus deans discussed orientations at their meeting yesterday and defined this cluster as the work group; the timeline is to begin work in the spring of '09 and move forward

Action:   Call for a meeting in early spring to begin the process, looking at learning outcomes, SLS1501 course outlines, etc.

**ITEM 2:     OLD BUSINESS:   Designation of 'last' orientation? Utilization of setting of registration windows?**

Discussion:   We will most likely not have a "last orientation" date district-wide; all campuses, therefore, will not need to adjust students' registration windows

Action:   No action needed

**ITEM 3:     OLD BUSINESS:   Mandatory Advising of Three Prep Students**

Discussion:   Cluster felt that the numbers compiled by Institutional Research DO indicate a positive impact on mandatory advising of 3 prep students

Action:   Mandatory advisement will continue for students testing into all 3 prep areas

**ITEM 4:     OLD BUSINESS:   Finalize February, March, April Advisor Training**

Discussion:   The all-day advisor meeting for February 13<sup>th</sup> will be on the PBG campus; possible topics/activities will be: work on the advisor manual, presentation by Dr. Sam Freas on the FP-L program here, a PBCC quiz, tour of new science building, the creation of an advising syllabus, a

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mission statement for educational planning workshops, an advisors' rights/students' rights document

Action: Ric Zazzi will work on the remainder of the dates and activities

**ITEM 5: Naming of Advisor Training Sessions**

Discussion: Discussion took place re the various types of advisor training that takes place throughout the year: in-service training seminars, ½ day training seminars, all-day training seminars, & professional development workshops

Action: The cluster decided on one name to cover all advisor training: "Advisor Development Series"

**ITEM 6: Follow-Up on Mid-Term Grade Reports (Penny)**

Discussion: This will be a pilot program for summer term (20093). Faculty will be able to log on a week before and a week after the 50% mark of the term to post mid-term math grades only

Action: The cluster felt that it would be appropriate for emails to be sent to students with grades of "D" or "F" at midterm, informing them of their academic status; text and academic or student services authorship TBD; copies would also go to faculty; this would eliminate hundreds, if not thousands, of Early Alerts, since this all would take place before the "W" date

**ITEM 7: Spring Term Development Day (see Patti's minutes; see DD Schedule)**

Discussion: Suggested we bring in Dr. Marshall Goby. He is a clinical psychologist working at the Lake Worth Veteran's Center. He would provide training re working with veterans that are currently attending or hopeful of attending PBCC

Action: Penny will make contact and invite Dr. Goby to our Spring Development Day

**ITEM 8: Update on 36/24 Advising Sheet?**

Discussion: Various cluster members are meeting with Dr. Pedersen re this topic on Dec. 18th

Action: No action needed

**ITEM 9: Advisors' Quiz**

Discussion: It is felt that the advisor quiz, used at previous advisor training sessions, needs to be updated before we can use it again

Action: Dawn volunteered to work on the PP presentation with the idea of utilizing clickers

**ITEM 10: CLAST Alert**

Discussion: It was brought up that students should be alerted/informed about their CLAST status at a particular progress point --- possibly after three of the four classes are completed, or when students are in their 4<sup>th</sup> CLAST class, or possibly at a certain number of credit hours attempted

Action: Ron will seek direction from Ed Mueller as to whether this is possible

Next Meeting: Scheduled as needed

Attendees: Dawn DeBuvitz, Penny McIsaac, Jane Hardell, Mily Davila, Ric Zazzi, Bob Schweriner, Ron Long

Absent: Glades Campus Representative

Guest: Susan Lang

Scribed and submitted by:     Ron Long      
(chair)