ACADEMIC ADVISEMENT COUNCIL
MINUTES

September 24, 2013
2:30 pm
Culp Center, Meeting Room #6

PRESENT: Mary Andrews, Jessica Barrett, Matt Berry, Dan Brown, Donna Corbitt, Polly Crowder, Joanna Cyriar, Stephanie Davidson, Tim Dills, Lisa Elliott, Juanita Gray, Charvi Greer, David Magee, Frannie Miller, Stefanie Murphy, Katie Patton, Stacy Philbrick, April Rainbolt, Jennifer Rice, Evelyn Roach, Ian Steidle, Jordan Swingle, Joel Tramel, Megan Walden, Carla Warner

COLLEGES/DEPARTMENTS REPRESENTED: Adult Commuter and Transfer Services, Athletics, College of Arts and Sciences, College of Business, College of Education, College of Nursing, Kingsport Campus, Medical Professions Advisement, Registrar’s Office, School of Continuing Studies, Transfer Articulation, University Advisement Center, University Career Services

• Early Alert
  All faculty are asked to participate

• ESPR - 10/1 thru 10/7
  Faculty to input grades 10/1 – 10/7. Please report call, contacted, etc. numbers to Teresa Williams to be used for SACS reports.

• Advisement Processes
  Advisors need to consider how they will implement/use DegreeWorks during their advisement sessions this fall.

• **DegreeWorks** – soft go-live May 2013. Students are accessing and running degree audits. Advisors should attend training soon to be prepared for student questions.  

• **Argos Reports**  
  o Class Enrollment Updates – OIT has updated reports.  
  o Major Reports – Also updated

• **Change of catalog** form is now on the Registrar’s webpage.

• **Is your advisement area implementing new student success or retention strategies?** Please share new ideas with AAC and Office of Undergraduate Student Advisement.

• **April Rainbolt - Reverse Transfer**  
  April distributed handout on Reverse Transfer Program for Northeast State Community College and Walters State Community College, please see attached.

  **Overview** – The ETSU Reverse Transfer Program is available to students who have transferred to ETSU from Walters State Community College (WSCC) or Northeast State Community College (NESCC) without earning their associate degree. This program allows students to transfer course work from ETSU back to WSCC or NESCC to complete requirements for the associate’s degree. Students must have completed a minimum of 15 semester hours (WSCC) or 21 (NESCC) towards the associate’s degree or 25% of the associate’s degree hour requirements if greater than 60 hours in order to be eligible to pursue the reverse transfer of credits from ETSU to (WSCC) or (NESCC) to earn the associate’s degree. Students must complete the exit to receive their degree.  
  April Rainbolt and Sheryl Burnett are the contacts for any questions about this.

• **David Magee - University Career Services**  
  Preparing for your future – Starting now document was distributed. This document outlines each year at ETSU. Please see attached.
The University Career Services office is here to help all ETSU Students and Alumni.

- Be better informed with professional advisement about majors, jobs and careers
- Locate internships and work opportunities in your field of interest
- Explore careers related to your major
- Learn how to convey value and accomplishment with your resume
- Gain confidence and skill through interview practice and strategy sessions
- Uncover job market and salary trends
- Understand appropriate etiquette and dress
- Meet employers at major career fairs held each semester
- Interview with recruiters on campus
- Learn how to NETWORK – the 80% job search solution

Document with this information is attached.

Other items:

- **Advising Summary** - New headings added for students and advisors—Will I be purged? Financial Aid Status – indicates missing items, unsatisfactory progress, etc.

- **Advising Holds will be populated in Banner around October 23, 2013.**

- **Exit Exam** – Community Colleges have the right to waive exit exam requirements at their institution and have student take it at ETSU.