

MINUTES

Missouri S&T Retention Committee Meeting

February 24, 2011

8:15-9:15 AM

Members Present: Harvest Collier, Tyrone Davidson, Cecilia Elmore, Larry Gragg, Mary Ellen Kirgan, Rance Larsen, Rachel Morris, Lee-Ann Morton, Stephen Raper, Kristi Schulte, Brad Starbuck, Laura Stoll, and Summer Young.

Members Absent: Anna Gaw, Jay Goff, Katie Jackson, Thulasi Kumar, F. Scott Miller, Will Perkins, Carol Smith, Stephanie Rostad, Michael Schwartz, and Lynn Stichnote.

I. Review and Approval of Minutes

The committee members reviewed the minutes from the February 10, 2011 meeting. A motion was made (L. Gragg) and seconded (C. Elmore) to approve the minutes. The minutes were unanimously approved.

II. Old Business—a) Review of Dec. 2nd presentation to the Chancellor

--This item was removed as an Old Business item.

b) Reminder of Work Groups

--This item was suspended until after new business in order to provide ample time for the Advising Handbook presentation.

III. New Business

Tyrone Davidson presented a report on the release of the revised Advising Handbook. His presentation emphasized that the revised, now online, document serves as a resource for faculty advisors, professional advisors, students, and student advocates. The online format permits the resource to become a "living document" and can accommodate needed updates readily. His presentation emphasized how the resource can be used to promote and improve quality academic advising and assist students to play an active role in the advising process. Particular emphasis was given to the resources serving to provide correct and accurate information, on advising resources and referral sources as well as a quick and easy reference for advising information and questions.

The URL for the Advising Handbook is: <http://advising.mst.edu/handbook/home.html>

There was a brief discussion on ways to promote the awareness and utilization of the new online advising handbook. Suggestion made included sending notices to the "all faculty list", posting on the campus e-Connection announcements, developing a U-Tube video advertisement, posting as a once-a-month feature on the Missouri S&T web site, providing co-announcement with pre-registration/advising week activity, and using as training materials for new faculty advisors.

A mention was made that there needed to be a change on the Academic Alert site to remove the reference to the On Track program as a resource for students since the On Track program requires students to enroll early in the semester.

IV. Announcements

Laura Stoll also reported that the FERPA release form promotion at the February 19th PRO session resulted in 30% (43/145) freshman students submitting signed forms.

- V. Next Meeting:** March 24, 2011 at 8:15 am; presentation will be made by Anna Gaw and Scott Miller on evaluating advising programs.

The meeting was adjourned.