

ACADEMIC ADVISEMENT COMMITTEE

November 21, 2008

Meeting #1 Minutes

Room C-2

**PRESENT:** Arline Leon Guerrero, Jonita Kerr, Rose Marie Nanpei, Patty Terlaje,  
Christine Sison (maternity leave)

**FACILITATED BY:** Hernalin Analista (AAC Chairperson)

- I. Call to Order: **11:00am**
- II. Roll Call: See Attendance Above
- III. Reading of Minutes
  - A. April 18, 2008 Minutes
    - R. Nanpei motioned to accept the minutes as written.
    - A. Leon Guerrero seconded the motion
    - \*All members agreed to accept the minutes.
- IV. Old Business
  - A. End of the Year Report
    - Pending items from the end of the year report included in current academic year goals.
      1. Transition Programs
        - Issue still needs to be addressed
      2. Advisement Handbook
        - Advisor handbook training conducted on November 14, 2008
      3. Advisement Committee By-Laws
        - By-laws given to Faculty Senate.
  - B. AAC Goals and Objectives for AY2008-2009
    - Review of AAC accomplishments by committee members.
- V. New Business
  - AAC Recommendations to Faculty Senate
    - A. Emphasize the importance of Advisement Program using NACADA as resource.
      - Include mission statement, learning outcomes, professional development for advisors (Center for Learning and Instruction to coordinate advisor training using GCC personnel resources).
      - Advisor assignments (admissions to provide a listing) and posting of advisor hours within 3-4 weeks of the start of the academic year.
    - B. Updating of advisement handbook (to be decided by Faculty Senate).
      - Form a committee to include representatives from various programs such as Counseling and Assessment, Enrollment Services, Accommodative Services when updating handbook.
      - Include Advisement Program in catalog to inform students of services provided

- Include steps for referrals within GCC community and outside resources in student handbook.

- C. Faculty Senate to identify an entity to oversee GCC Advisement Program (Program Specialist).

- D. Learning Outcomes Assessment (to be decided by Faculty Senate).

VI. Announcements

- AAC to meet as a group with Faculty Senate to present committee recommendations, if necessary.

Tentative date of December 9, 2008

Attendance is mandatory.

VII. Adjournment: **12:15 pm**