

**Academic Advisement Task Force**  
**Meeting #5**  
**April 17, 2013/3:30pm**  
**TC1110 Room**  
**Meeting Highlights**

**I. Attendance: Start of Meeting: 3:30pm**

Name	Signature	Name	Signature	Name	Signature
Patrick Clymer	✓	Rose Marie Nanpei	✓	Dean Gina Tudela	✓
Yvonne Flores	✓	Marsha Postrozny	✓	Assoc. Dean Karen Sablan	
John Jocson	✓	Patricia Terlaje	✓		

**Task Force Meeting Highlights**

- Working session – review and change the following:
  - Advisor Handbook - review and changes in the process.
- Recommendations/Assignments:
  - P. Clymer – Legal and Ethical Issues; Accommodative Services; FERPA; FAQs. Forms – post current/updated forms in MyGCC website. ***Academic Advisor Assignment SOPs – Pending (incorporate in Academic Advisement Model). Copy and Paste all material emailed by members in working document of handbook for April 24<sup>th</sup> meeting.***
  - J. Jocson – Advisor responsibility related to job postings/informing students - will coordinated with Jayne Flores for information/process. ***Flowchart for GCC's Advising Delivery System (see Advising Model) - Pending***
  - P. Terlaje – Goals and desired advisor competency. ***(Emailed 4/23/13)***
  - R. Nanpei – Updated research on Referring students to Colleges/Resources; Updated statement of Core Values of Academic Advising from NACADA. ***(Emailed 4/22/13)***

**II. Task force Discussion (Ongoing)**

- Assignments to task group members to update handbook.
- Task force to review/recommend assignment of department or committee to oversee advisement training and process.
- Task force to identify resources and support for training.

**III. Planning for next meeting working session: **Wednesday, April 24<sup>th</sup> at 3:30pm. TC1110****

- Continue working session with Advisor Handbook. P. Clymer will make changes to sections recommended during working group session.
- Make note of email recommendation from P. Terlaje (sent April 12, 2013) to include mission, legal and ethical aspects and SLO's in Advisement documents.
- Share information on updates/research done on assigned sections. P. Clymer will incorporate all updates in handbook.

**Next meeting: Wednesday, April 24, 2013 at 3:30pm. Room- TC1110**