

**Academic Advisement Task Force**  
**Meeting #6**  
**May 1, 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	E
Yvonne Flores	✓	Marsha Postrozny	✓	Assoc. Dean Karen Sablan	✓
John Jocson	E	Patricia Terlaje	E		

**Task Force Meeting Highlights**

- Working session – Reviewed document and discussed pending changes due to technical challenges.
  - Advisor Handbook – P. Clymer still in the process of making changes from previous work sessions.
- Dr. Karen Sablan – Provided input on history of Academic Advisement. Shared the “Circle of Life Model” created by team. Provided handouts on “What is a Student;” “Advisor Load.” ***Will email documents related to Academic advisement.***  
Discussed the importance of the following information that advisors should know:
  - Advisor interpretations of COMPASS Test Scores to ensure students understand their scores.
  - Where can students go to interpret their scores – Counseling website in MyGCC.
  - Advisors to assist in ensuring that students take Math and English requisites prior to moving on with other classes after completion of nine (9) credits (*see page 36 in Catalog*).
  - Advisement model for CTE Programs.
- 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 (ongoing)***
  - 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***). ***Incorporated in handbook by P. Clymer (April 24, 2013 meeting)***

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

- Assignments to task group members to update handbook. ***Marsha and Yvonne to review and ensure current documents include CAS Standard. (Ongoing process)***
- 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, May 8<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.