Welcome and Dinner: MacKenzie Luke

In attendance:


Beth Boyer and Patti Gallagher on phone

Guest speakers:

Steven Schaffling – Director of Advising, Undergraduate Academic Advisors. Steve’s Email: Sws29@drexel.edu

Steven presented a PowerPoint on the advisors reviewed changes from Fall of 2015 thru present. Reviewed results of visit from National Professional Advising Association. Recommendations were made

First year – academic probation process: Centralized the process and created a Standardized communication plan – and standardized the process and the role between advisors and requirements across the entire university

Created an advising Mission Statement:

2015 Welcome week is the model for orientation – prior to this was many dates over the summer. Piloted small group advising sessions during welcome week. Outcome was positive. Small group advising was very successful.

2016 – freshman Gateway course initiative. Identify courses across freshman year – that span all majors. Blackboard Learn is to be used by professors to input grades into the weighted gradebook. Gives advisors direct access to students’ information. We are ahead of the curve on a national level.

Course repeat with grade forgiveness – undergrads has 4 attempts to repeat a course – second attempt the grade replaces the first attempt and doesn’t affect GPA. Gives a path for transition.

Created an academic advising syllabus - Created leaning outcomes what we expect students to get out of their visits with Academic advisors

Implementing programmatic assessment of advising – never done previously

Fall of 2016 – for all undergraduate students – electronic appointment scheduler. One click to schedule with advisor – syncs live with advisors calendar.

University 101 – Advisors have large role in this

Tutoring referrals – are now saved in advisors notes and sent to center where student is referred. Enhances follow-up and increases number of students using this.

Steven reviewed data from Welcome Week feedback.

Changes in process have raised the percentage of student success. Early intervention – the more likely an at-risk or probationary student is going to turn around any problems they may be having
Focus on consistency of Advising experience for students and course performance feedback.

Question (David): when you take a course and have a replacement grade, how does that show on the transcript?  
A: Initial instance of the course remains on the transcript, but the outcome of the GPA will be affected by the retake grade only. Failure or low-grade will show – but not impact the GPA.

How is student notified about possible probationary standing?  
A: a certified letter goes to the home address informing student of grade standing.

Question (Lisa): Is there a process in place to encourage professors to keep the grades updated consistently and timely in BLACKBOARD?  
A: Yes – Gateway Initiative a motivation. It is an early warning feedback for all freshman students. Hoping to expand this beyond Gateway freshman courses... Professors have excel worksheet that use to enter and track grades.

Question (David): Does an advisor get a notification if one of their students is struggling? A: Advisor had a report that shows all students and their grade ranges. Those falling below in grades will show and gives the advisor an opportunity to reach out to student.

Question (Kuzonza): Students are not getting up to date grades from professors. How do they address this problem? How do they know their standing?  
A: Department head can be addressed if there is an issue. Next step would be Associate Dean then the Provost. This is the chain of command.  
**Important for student to fill out the course feedback form. This information allows Advisory department to assess. Not available to professors until after final grades are posted. It is in the Portal for students to complete.

Next Topics:

**Weekends in January and February 2018** - DFA will have resource table – We need volunteers. Please click on this DOODLE link for time slots: [https://doodle.com/poll/sg75chgb53bhim](https://doodle.com/poll/sg75chgb53bhim)

**Commencement 2018 dates: Ceremony at Citizens Bank Park**

June 14th College and School ceremonies

June 15th College and School ceremonies, University-wide

Honors – TBD

**Feedback from Family Weekend** –

Parents Panel – good response! Table set-up was better for a comfortable atmosphere.

Does Veterans Weekend work? Is it a problem for Veteran parents? Is the date (week 7-8) too close to finals?

Suggestions: ...that the Dean talk to attendees, Expand or revisit sibling activities, suggest for older siblings a College atmosphere perhaps sample classes as suggested by Beth via phone.

**Next meeting January 31st at 6PM**

Meeting close at 7:35

Minutes submitted by: Noreen McAneny