Minutes
Lake-Sumter Community College
Academic Advising Committee
SSB 205 – Leesburg Campus

September 8, 2011

PRESENT: Mr. G. Scott Pennington; Dr. Michelle Balon; Ms. Claire Brady; Dr. William Kennedy; Ms. Carolyn Fonville; Ms. Jane Scott; Ms. Nancie Bourne; Ms. Tanya Harris-Rocker; Mr. MarcAntony Ronco.

Via Tel: Ms. Carolyn Scott; Ms. Jen Manson; Mr. Scott Larson.

GUEST: Dr. Peter Arcaro.

Meeting was called to order 3:05 p.m.

Minutes from previous meeting approved with corrections.

Special Topics/Presentations

Dr. Peter Arcaro; Professor, Music Department

Dr. Arcaro met with us to share music class availability at LSCC (see handout). He also briefly discussed what each class covered. Mr. Pennington added that although LSCC does not have a major for Music per se, we should visit Facts.org and work on helping students build a customized plan by referring to the state list of common course numbers. Also, Dr. Arcaro asked that we feel free to refer Music majors to him.

Dr. Michelle Balon; AVP Student Affairs

Dr. Balon began by thanking us all for the work we do and all of our endeavors to make LSCC a student-centered environment and spoke briefly with regards to her philosophy, which is based on this same approach of student centeredness. She concluded by sharing that she is presently in “learning mode” and taking time to review processes, data, etc. and is very open to input and solutions to help streamline things for us.

Ms. Jane Scott; Manager SLO/eLumen Project

Ms. Scott began by discussing Student Learning Outcomes. A three hour work session with faculty was conducted during convocation which was focused on Gen. Ed. Competencies which grew into Core Principles which has since grown into Core Competencies (in accordance with SACS). Her group is presently working on an annual assessment cycle. There is a shift of thinking, she states, not just in assessing for SACS, but for continuous improvement as well where we are looking at outcomes for courses, and being that there is no set model, each institution is a work in progress.

Moving on, Ms. Scott discussed the SENSE (sp.?) assessment, which ties in with the SESI (sp.?). This assessment is targeted at incoming students and is administered during weeks four and five. Basically, it
will help to gauge student engagement. Fifty sections of math, reading, English, and developmental courses will be administered this assessment (excludes SLS 1501). The results of these assessments will be available sometime during the spring semester. Ms. Scott shared that this assessment ties into our Quality Enhancement Plan better than the SESI. She also stressed that the SENSES assessment is not for evaluation purposes, but rather simply to provide our institution with good data.

Ms. Scott concluded that LSCC is currently working on streamlining SLS 1501 and asked us to contact her with any input we may have.

**Mr. Scott Larson; Direct Connect Coordinator to UCF**

Mr. Larson began by sharing some important information regarding course substitutions from the UCF College of Education (see handout). He asked that because of changes that are presently underway, we provide students with a copy of these substitutions and tell them to save it for their audit. He added that it will not be published, but that it was catered mainly to Direct Connect students and not to non-consortium schools.

Moving on, Mr. Larson shared an event flyer with us regarding an alternative career to the traditional M.D.: Osteopathic Medicine. He asked that we share this with potential Med School students. Dr. Balon asked that we forward this flyer to faculty as well.

Mr. Larson also informed us that “Express Decisions” is taking the place of “Decision Days.” As always, students are strongly encouraged to attend in order to help expedite their admission to UCF. He concluded by emphasizing the need for us to be proactive and have all potential UCF students register now for Direct Connect, regardless of their standing (technically, students are able to the first day they are on campus, but should definitely do so before they reach thirty credit hours).

**Area Updates**

Ms. Brady shared that she recently trained the Program Managers on Banner, who all now have inquiry access to important Advising menus. She also shared that our Institutional Indicators of Effectiveness are shifting into action and we will be asked for our input in the coming weeks. On behalf of Ms. Poole, Ms. Brady shared that the OSD is presently very busy assisting new intakes, adding that there are potentially three new deaf students who are interested in attending during the spring semester.

Ms. Carolyn Scott shared that our Facebook page now has 805 Likes. She also shared that the New Student Orientation dates for spring are being uploaded. Moving on, she added that the results of the Satisfaction surveys have been forwarded to Ms. Brady for her review. Also, our New Student Orientation survey is being submitted to Planning/Institutional Effectiveness for certification.

The Advising staff has completed their first LINKS visit and are currently working on MIA calls.

Mr. Pennington shared that Ms. Weasel forwarded us flyer regarding New Directions criteria (see handout) and asked that we review it in her absence. Additionally, funding for the program has increased. She asked that we please pass this information on to our students.

Ms. Pearson thanked everyone for their support and assistance to CDS during the transition and for SLS 1501 presentations. Interviews for the vacant position will begin soon. Ms. Pearson asked for
continued support and assistance from the Advisors for the Majors Fair (October 27 & 28). She also shared that CDS is launching a new program through their website for job and employer posting services as well as a resume builder.

**Committee Updates**

Ms. Brady shared that both the Teaching and Learning and Enrollment Management Committees are looking at A.A. programs. She reminded us to complete our survey in light of the upcoming Registration Debriefing Meeting.

Ms. Fonville shared that the Technology Committee has the 2010 Windows update for all computers lined up. Also, the Rules and Procedures Committee is currently working on revisions, which are done in two year cycles. Finally, she shared that the Quality Enhancement Plan pilot results have been sent out regarding note taking and the results are good.

Ms. Carolyn Scott shared that the Curriculum Committee will have its first meeting on September 21st.

Ms. Bourne shared that the Service Excellence Committee is well under way and going well.

Mr. Pennington shared that the Athletic Committee is hosting a gold tournament on September 29. Donations should be forwarded to Rosanne Brandenburg. He added that the Equity and Diversity Committee is finalizing events for this upcoming year.

Ms. Tanya Harris-Rocker shared that a decision was made before the start of the fall semester that there will be no more bookstore at the Sumter Campus. Students will need to order their books online through the bookstore and have them shipped to Sumter Campus. Dr. Balon asked that we follow up with Helen and see about obtaining signs and updating the bookstore’s website. She also asked that we adjust the steps to enrollment, steps to enrollment, main advising webpage, and the NSO Powerpoints for all campuses. Ms. Harris-Rocker went on to mention that students must abide by the same parking rules and regulations as they do in Leesburg and South Lake. She concluded by saying that all Sumter County Dual Enrollment students (even those who attend the Villages) must be referred to her.

**Adjournment**

Our next staff meeting will be held on Thursday, October 6, 2011 at 3:00 p.m.

Meeting adjourned at 4:35 p.m.

*Respectfully submitted by Marc Antony Ronco*