Regents Administrative Committee on Academic Advising (RACAD) Meeting
East Georgia State College, Sudie A. Fulford Community Learning Center
Swainsboro, Georgia
Monday, November 13, 2017
9:00 a.m. – 3:15 p.m.

9:00 am Registration

9:30 am Call to Order by RACAD President Kittrell-Mikell

9:32 am Welcome by Dr. Deborah Vess, Vice President for Academic Affairs, East Georgia State College

9:34 am RACAD President Kittrell-Mikell lead the agenda by requesting Campus Introductions by each attendee (Name, Title, and Institution). See institutions represented at the end of the minutes.

9:37 am RACAD President Kittrell-Mikell announced RACAD Executive Board for the current academic year 2017-2018. An announcement was made that elections for next academic year will take place at the next RACAD Meeting, spring 2018.

9:38 am Dr. Barbara Brown addressed USG System-Wide Changes
   A. Faculty Academic Advisors vs. Professional Academic Advisors
   B. Learning Support Foundations – The Biggest Change
   C. Learning Support Data
   D. Eliminating Floor Scores
   E. Learning Support Coordinator

A.   Advising Discussion Title: From the Advising Academy - Faculty Academic Advisors vs. Professional Academic Advisors.

Professional Advisors	Faculty Advisors
Good knowledge of core curriculum	May know little about core curriculum
Usually no disciplinary expertise	May have expertise in discipline
Asked to advise in many different areas	May be asked to advise in many areas or out
More up-to-date?	of discipline
May make mistakes	May make mistakes

Why do mistakes get made? Information or advisee overload Asked to advise in many different areas Bad tools

Challenges with providing a list of courses on a degree worksheet. Both professional advisors and faculty advisors generally still make mistakes. Program maps however; provide better guidance. If we all work off the same guided pathways. A discussion among faculty advisors about the use of notes by Advisors and using degree works or grades first is essential.

B.   The Biggest Change
       Learning Support in "co-requisite" format ONLY, no later than fall 2018.
       (NO Foundations). Default placement will be in collegiate course plus co-requisite course
       UNLESS student exempt co-requisite placement. Exemption criteria will change a little.

C.   Dr. Brown discussed the following topics:

(1) Learning support system changes and system comparison of success data from 2013-2015, in gateway English and math classes. Data is showing that students are in co-requisite courses are performing far better than students in foundations. This is still a work in progress on the exemption criteria. Institutions may still use EPI and MPI if they prefer. It is optional.

(2) Eliminating floor scores.
   a. No floor scores except for co-requisite placement for Math 1111 (Math 0999) (TBD). Look at admissions prior to 2011.
   b. Admissions criteria for institutions not requiring SAT/ACT???
   c. Students do not have to take placement tests if they are willing to accept default placement into co-requisite Learning Support.
   d. Co-requisite LS courses can be 1-3 credits. Institutions can set up different versions.
   e. Learning Support suspension goes away. As of now, not 100%, what we are thinking.
   f. May eliminate S/U grading options in co-requisite courses.

(3) Institutions that admit students requiring Learning Support in English or mathematics must designate a Learning Support Coordinator.

Faculty advisors discussed information presented by Dr. Brown.

ACTION ITEM: Dr. Brown will send out the fundamentals learning support document and copy of PowerPoint to RACAD Secretary Duhart for distribution.

Question from a RACAD member regarding optimum time to implement new learning support requirements. System office liaisons recommend institutions hold off until the momentum year summit (Spring 2018).

Question from a RACAD member regarding pre-requisites. System office liaisons reminded RACAD members regarding current policy in faculty and student affairs policy manual: a course in one area cannot be a pre-requisite in another area unless all students are required to take that course as well as it cannot be anything outside of the core curriculum.

System office liaisons reminded RACAD members to let them know if there are any policy issues or potential issues that USG should be aware of regarding any current and new policies.

10:30 am   Ms. Heather Collins – Momentum Year Progress (November 2017 – May 2018)

Momentum Year Timeline
- Making a purposeful program choice
- Creating a productive Academic Mindset
- Clear Sequenced Program Maps
    - English & Math First Year
    - 9 credit hours
    - Attempting the first 30 hours of a Clear Pathway
- Attempting 9 hours in Academic Focus
- Complete initial English and Math

Fall 2018
- Phase out of Foundations, all LS Students enrolled in Co-Requisite
- Institutions identify their focus areas
- Math pathways aligned to focus areas
- All incoming students enrolled in English and math

Fall 2019
- All incoming students enrolled in focus areas
- All incoming students enrolled in 9 credit hours in focus areas

A. Momentum Year: Pre-Summit Planning (1st Week in December)

- Pre-Summit Planning Webinar
    - Outline goals of summit
    - Overview of planning documents
    - Deadlines
- Pre-Summit Self-Assessment and Questionnaire
- Pre-Summit Workshops
    - System Office staff available to facilitate institutional meetings to complete planning

B. Momentum Year Summit (Mid-February 2018)

- February 2018 (18 month plans to Fall 2019)
- Two-day meeting to develop 18-moth implementation plan
    o Deliverables
    o Timeline
    o Key Performance Indicators
- Presidents, VPAA, VPSAs, Instruction Experts, Registration and Data Experts, Orientation and Advising Experts
- Institutions receive feedback and guidance from national experts
- Plans submitted to System Office one month after Summit

C. Momentum Year: Post-Summit Check-In (Mid-March 2018)

- After implementation Plan submission
- Determine if additional technical assistance is needed
- Identify system-wide training related to Momentum Year that is needed
    o Argos
    o Crystal Report
    o Banner Coding

ACTION ITEM: H. Collins will send out a copy of PowerPoint to RACAD Secretary Duhart for distribution.

Dr. Brown reminded RACAD members to share information discussed at RACAD meeting about Momentum Year and Learning Support changes to campus key stakeholders.

11:15 am   Spring 2018 RACAD Meeting Date & Location Discussion

RACAD Secretary Duhart discussed previous locations (non-sequential): Middle Georgia State University, Georgia Southern University, Clayton State University, and East Georgia State College. Learning Support Academy at Atlanta Metropolitan State and Advising Academy at University of West Georgia.

RACAD members discussed an agreed on a date during the 3rd week of March 2018 at Middle Georgia State University from 9 am to 4 pm. Kennesaw State University will be the alternate institution if dates are not doable.

RACAD Member Eric Sun at Middle Georgia State University confirmed Monday, March 19, 2018 for the Spring RACAD Meeting at Middle GA State University.

- Institution Host Sun (Middle Georgia State University) to inquire regarding meal amount. Room cost is waived.
- RACAD Treasurer Chris Hutt (Kennesaw State University) to communicate meal amount to RACAD Secretary Duhart.
- RACAD Secretary Sharon Duhart (Atlanta Metro State College) to send out registration form and save the date to all RACAD Members.

Other VIP Dates and Announcements:

March 11-13, 2018 NACADA Regional 4 Conference in Pine Mountain, Georgia

Fall 2018 RACAD Meeting – September 2018 (After Labor Day, No Friday, Preferred Monday) at Kennesaw State University.

ACTION ITEM: RACAD President Kittrell-Mikell request assistance from USG Liaisons to update RACAD Administrative Committee Directory on website and list-serve participants.

SYSTEM OFFICE DUE DATE REMINDERS:
- November 17, 2017 – Gateway2Completion (G2C) Confirmation and list of courses selected for each institution.
- November 20, 2017 – 2nd Administrative Mindset Survey should be distributed.
- November 22, 2017 – Momentum Year Grant Due
- November 29, 2017 - Learning Support Plan for Co-Requisite for each institution.
- November 30, 2017 – Comments to Learning Support policy changes due.
- December 6, 2017 – TENTATIVE – Momentum Year Webinar
- February 2018 (Mid-Month) – Momentum 2-Day Summit
- March 2018 (Mid-Month) – Submission of Momentum Plans to USG

1:10 pm   Academic Advising from USG Practitioners in the Field

Ms. Eileen Snyder & Ms. Kristina Alexander (Academic Advisors) – Special Guests from Armstrong State / Georgia Southern University discuss Academic Advising topic.

Topic: Bowen Theory: Why Students Distance Themselves from Their Academic Advisor

Faculty advisors discussed information presented by Armstrong State/Georgia Southern University special guests.

2:15 pm   Break

2:45 pm   Advising Discussion Topic: Pre-Majors & Meta Majors

RACAD Members shared how their institution is handling pre-majors and meta-majors (academic focus areas) on their campus.

3:15 pm   Closing Comments and meeting adjourned by RACAD President Kittrell-Mikell.

Documents distributed:
- USG Math Pathways for Business Majors (Draft)
- USG Start Smart – Choose the Right MATH Pathway! (Draft)
- Basic Guidance on Math Pathways (Draft)
- USG Summary of Upcoming Changes to Learning Support in the USG
- Sample Guided Pathway from an USG Institution
- NACADA Southeast Region 4 Registration Flyer
- Bowen Theory PowerPoint
- Motivate Lab Flyer
- NACADA and Gardner Institute new collaborative effort to transform academic advising announcement

USG Institution Representatives Present:

Abraham Baldwin Agricultural College	Georgia Institute of Technology
Armstrong State University	Georgia Southern University
Atlanta Metropolitan State College	Georgia Southwestern State University
Augusta University	Georgia State University
College of Coastal Georgia	Gordon State College
East Georgia State College	Kennesaw State University
Fort Valley State College	Middle Georgia State University
Georgia College & State University	South Georgia State College
Georgia Gwinnett College	University of West Georgia

University System Office Liaisons: Dr. Barbara Brown, Mr. Jonathan Hull, and Ms. Heather Collins
Armstrong State University Special Guests: Eileen Snyder and Kristina Alexander

USG Institution Representatives Absent:

Albany State University	Georgia Highlands College
Bainbridge State College	Savannah State College
Clayton State University	University of Georgia
Columbus State University	University of North Georgia
Dalton State College	Valdosta State University

ACTION NEEDED

<u>REVIEW, EDIT, APPROVAL AND SUBMISSION PROCESS</u>

- Submitted by RACAD Secretary Duhart on November 13, 2017.

- Reviewed by RACAD Executive Committee the week of November 13, 2017.

- Edits made by RACAD Secretary Duhart on November 20, 2017 and submitted to RACAD members via USG Advising list-serve for review.

- Final Minutes accepted by RACAD President Kittrell-Mikel on November 27, 2017 to be approved and adopted at Spring 2018 RACAD meeting, March 19, 2018.

- RACAD November 13, 2017 Minutes Approved and Adopted by RACAD representatives on March 19, 2018.

- RACAD approved and adopted minutes submitted to USG for posting to website on March 19, 2018.