

The FAN

The FAN is going to be a short, monthly brief on all things advising for faculty. Each month will have a main topic hopefully of interest and definitely of importance for faculty advisors. Planned topics include PEP (Partnership Enrollment Program) and updates on the changes coming for Developmental studies. Each issue will also include a Financial and/or Recruiting and Admissions moment to showcase a particular fact about the processes in those areas. There will also be an AdvisorTrac tip of the Month as well. I hope you will take just a minute each month to read the FAN and feel free to request specific topics or give me any constructive feedback on it.—Jeremy

What is the office of Faculty Advising?

The purpose of the Faculty Advising office is to support retention and graduation rates by equipping faculty, department chairs and deans with the information, tools, processes, procedures and training needed for a comprehensive, intentional advising model.

This is accomplished by making data-based decisions in conjunction with best and promising practices developed at Southwest and around the country. Currently, we are starting a number of new initiatives. Faculty in the Business and Legal Studies Department and in the Information Technology Program are partnering with the Advising center to allow students to schedule advising appointments with faculty. This is to decrease the number of steps and amount of time it has taken for a student to be transitioned from being advised in the centers to being advised by a faculty advisor.

The Graphic Arts program is going to pilot mandatory advising. Students in the program will be required to see an advisor before they can register for classes. The intent is to help reach students that are not seeing faculty advisors, but are "self-advising" and as a result take courses that do not always apply to their degree.

The Faculty Senate has partnered with us to create the faculty advising committee to develop recommended policies, procedures and to address faculty concerns as we move forward with changes in advising. The committee members are

Juliann Waits, Natural Sciences and Committee Chair
 Joanitha Barnes, Business and Legal Studies
 Tracy Freeman-Jones, Allied Health
 Todd Blankenbeckler, Technologies
 Delores Boland, Allied Health
 Donna L. Reed-Mathena, Social and Behavioral Sciences
 Ghaffarian, Mahnaz, Business and Legal Studies
 Raydine P. Yarbrough, Languages and Literature
 Michelle M. Hill, Allied Health
 Yen-kuang Chou, Mathematics

Finally, the Faculty Advising office works in concert with Advising and Counseling and Information Technology Services to manage AdvisorTrac with the intent of improving its functionality to better serve faculty and, in the end, students.

One of the ongoing support mechanisms for advising is training and quick access to resources. The Faculty Advising page has been created to provide access to resources and training for faculty advisors. It is available at <https://deit.southwest.tn.edu/facultyadvising>.

Financial Aid Moment

When talking to new and/or potential students, you might help them out in the financial aid process with this tip. They should put their name the same on the FAFSA and Admissions Applications. They must always use their full, legal name as it is listed on their social security card. Entering nicknames or variations of their name (Greg instead of Gregory, Bill instead of William, Tre instead of John Williams, III) will results in processing delays.

Upcoming Training**AdvisorTrac 101**

Tuesday, November 15th 2:30-4:30 Union, B 206

Register at <https://deit.southwest.tn.edu/training/calendar/>

**ADVISORTRAC****Tip of the Month**

If you have been recording advising sessions by "logging a student in," there is a now a much easier and quicker way to record a "visit" with a student! Go to the advising training page (<https://deit.southwest.tn.edu/facultyadvising/training/>) and click on the AdvisorTrac basic navigation link for the new steps or click on the record a visit for a video on the steps.