

Faculty Advising Taskforce
February 3, 2015
12:15-1:30 PM
Room 311

Facilitator: Tram Vo-Kumamoto

Attendees: Loretta Kane, Tim Kies, Tim Rose, Matt Freeman, Jayne Matthews, Hermia Yam, Susan Truong, Antonio Barreiro, Carlos Cortez, Patrick Zulkowski, Jennie Braman

Agenda Item #1: Vision and Charge

The group went over the vision and charge for the taskforce.

Vision for the work:

To reach out to more students and increase the number of students we build meaningful relationships with to support students through the following phases at Berkeley City College.

Entry → General Advising → Major Advising → Transition to next step in life

Charge for the Taskforce:

Develop a faculty-advising model that will help students

- 1) explore life and career goals,
- 2) explore BCC programs,
- 3) enter a program of study,
- 4) complete a certificate/degree/transfer and
- 5) transition into their next phase of life.

The faculty-advising model will consist of two phases of faculty advising:

- General Advising for students who are exploring and learning about the college and programs AND
- Major Advising for students who have made a decision to enter a program of study and are exploring within that field of study

Agenda Item #2: Configuration of the two meetings per month

The two meetings per month will be broken up as follows: 1st Tuesday of the month focus on general advising and 3rd Tuesday of the month focus on major advising.

Agenda item #3: Commitment

The following commitment was outlined and compensation for part-time faculty was discussed. There will be a small \$250 stipend for part-time faculty compensation.

- Attend two scheduled meetings per month starting in February on the 1st and 3rd Tuesdays from 12:15-1:30.

- One Friday or Saturday meeting in April/May from 9-1 (to be determined)

Agenda item#4: Tasks to be completed

The following are tasks to be completed. Volunteers were solicited to help with developing and researching the following.

Immediate tasks:

1. Develop/conduct a survey to get student input in building a faculty advising program
2. Develop a "sample" degree/certificate program fact sheet template – paper and online version for February 17 meeting
3. Research existing faculty advising models to share with folks at March 3 meeting.

Future tasks:

1. Faculty Advisor roles, obligations and deliverables
2. Faculty Advisor training model
3. Faculty Advisor application and screening process
4. Student outreach and recruitment
5. Faculty and student assessment/evaluation

All participants were asked to reach out to another faculty member to increase the number of people involved in the conversation. Goal is to "invite a friend" to the next meeting.

Volunteers were asked to help with immediate tasks. Linda and Jayne volunteered to help Tram develop survey. Linda also volunteered to create a sample template program fact sheet for the next meeting that is focused on major advising.

Volunteers are needed to research existing faculty advising models for the March 3 meeting.