

**Vernon College  
Academic Advising  
Improvement Task Force**

**Date:** February 10, 2010

**Members:**

Criquett Lehman, Chair	Gary Don Harkey
Mike Ruhl	John Hardin
Barbara Jinks	Clara Garza
Katrina Brasuell	Joe Hite
Shana Munson	Lana Carter

**Purpose:** To review current policies, procedures, processes, practices, timelines, and functions and to make suggested additions, deletions, and changes to ensure effectiveness, student friendliness, and compliance with state and federal regulations where applicable.

**Specific Charge:**

- Review all current policies, procedure, processes, practices, timelines, and functions.
- Review policies, procedures, processes, practices, timelines, and functions of similar Texas community colleges.
- Identify barriers in present policies, procedures, processes, practices, timelines, and functions to effectiveness and student friendliness.
- Develop additions, deletions, and changes to current policies, procedures, processes, practices, timelines, and functions to enhance effectiveness and student friendliness.
  - Specifically explore the utilization of full-time faculty in the advising process
  - Specifically explore the coordination of various components of the college to enhance the advising process
  - Specifically develop a detailed advising process flow chart which includes defined functions of each component
    - Admissions, financial aid, placement testing, orientation and actual registration are all separate functions apart from academic advising, but these functions should be identified in the process flow chart to give direction to all current and future students.
  - Specifically develop the perfect-world advising process timeline and then develop alternative timelines including during registration and late registration
- Draft new policies, procedures, processes, practices, timelines, and functions clearly and concisely so they will be easily understood by employees, students, and community members.
- Submit a final draft of recommendations to the administrative team for review.

- Complete prior to August 1, 2010 to be ready to begin phasing new processes in Fall 2010 and full implementation for Spring 2011.

**Task Force Chairperson functions:**

- Initiate initial task force meeting and develop subsequent meeting review and meeting schedule
- Clearly articulate the purpose and specific charge to task force members
- Establish guidelines for meetings to ensure effectiveness
- Facilitate thorough review and discussion
- Ensure that notes or minutes are kept to assist the development of additions, deletions, and changes
- Ensure completion of draft recommendation and submission to administrative team