

## Advisory Committees – Counselors/Advisors Expectations

### COMMUNICATION

Counselors/Advisors are the voice of the student to the Advisory Committee members. It is expected that Counselors and/or Advisors communicate the following either by way of email or by voice:

- Issues students may have/have had with curriculum modifications.
- Answer any questions the advisory members may have.
- Relay to the students any issues and expectations that the committee members/employers have seen or experienced with the students.
- Counseling events occurring at the College.

### ENROLLMENT REPORT

It is the expectation of the counselors/advisors to report the breakdown of program enrollment students, obtained by registration, (talk with Anne-Marie Bernard about which Admissions personnel are assigned to contact for these Admissions reports). The break down includes topics such as:

- Students admitted with deficiencies.
- Students admitted Male/Female.
- Students admitted that have canceled classes.
- Students that didn't make admissions due to:
  - Low placement scores
  - Did not follow up

### MINUTES

Counselors are to ensure they send electronic copies of reports presented to the Associate Dean so that they are available to the members at the meeting, and are included in the minutes.

- Counselors/Advisors are to review the minutes sent to them and respond as soon as possible with any inconsistencies as related to their part involved.

### MEETINGS

Counselors/Advisors are to ensure that they attend all Advisory Committee meetings assigned to their program. They should report any conflict of meeting time immediately to the Associate Dean.