

Committee on Academic Advising

Meeting Minutes

February 10, 2015

Present: Mary Pat Bigley, Jan Bishop, Stephen Cohen, Justine Gamache, Kathy Hermes, Crissy Higham, Mary Horan, Yvonne Kirby, Ned Moore, Kevin Oliva, Janice Reska

Called to Order - 12:19PM

January 2015 meeting minutes approved

- S. Cohen sent Larry Hall an email requesting information on late admits. L. Hall said SAT/ACT and gpa profile of students has not gone down. S. Cohen would still like to see numbers/profiles of the late admits so we can better prepare moving forward. Date of acceptance, SAT/ACT, rank, gpa, First time or transfer, Full-time/Part-times and how many credits registered for their first semester.
 - Dr. Lovitt said that we did admit students very late and that is why we met/exceeded our goals.
 - Ned was told that 180 students were admitted at the last minute (or very late) and we are 1% over our target. That number (1%) was just before add/drop ended and was subject to change.
 - The School of Engineering, Science, and Technology admitted 50 students from January 1st - 12th. Although, only 33 have registered for classes.
- Alternate PINS – Are the PINs dropped too early? Mary Horan has students that wait until after pins are removed to register for classes (no advising). How do we get Registrar to leave pins on until after add/drop? This should be brought up at the Assistant/Associate Deans meeting for support.
- Y. Kirby – continuing student numbers dropped and new student numbers went up. They are crunching numbers to see if there is a theme/pattern.
- Course availability for late admits/late registration – We are required to cancel classes too early, the late admits might have filled some of these cancelled classes.
 - Can we set the waitlist at 15 and when it meets 15, add another section of this course. The drawback is that students will put themselves on every waitlist for a class, so it's hard to tell how many will actually take the class if available.
 - Perhaps we could set a pot of money aside to hire instructors at the last minute to teach a new section for the late admits if necessary. Adding a class late is difficult as adjuncts may no longer be available.
- Enrollment Management Team – MP Bigley was/is a member of this group. She remembers that it was active approximately 4 years ago. They practiced selective admissions based on which majors had seats available. Admissions would stop admitting students in programs that have no major classes available. Will the Enrollment Management Team reconvene?

- Department chairs are under some pressure to pack classes or they may not be able to hire new faculty. A large number of partially filled classes can have a negative impact.
- Can we start a list of gen eds that our late admit/late advised students need to share with the academic departments? So they know what/when they need to add a section.
- If/When we implement DegreeWorks, we will be able to run a lists of students planning to take specific courses each semester. This will help the academic departments calculate how many sections of each course is required. The soonest we can expect DegreeWorks is 2 years from now.
- Janice Reska (with Liz Hicks) would calculate available seats in gen ed courses near the end of each summer. This number would be reported to Academic Affairs and new gen ed sections would be added if necessary. CACE doesn't do this any longer.
- In order to see if the later admits are a problem, we should see how many of these students are still here and in good academic standing.
- How can we get the new students in and registered in a timelier manner? What are the best practices for communication? MP Bigley and J Gamache personalize their emails through a mail merge. Are there studies on fonts, colors, wording that students respond to?
- Holds are problematic. We finally get the students in for advising, and they have holds. Perhaps Admissions can be responsible for getting the holds removed before they send them to the advisor's office. Especially for the late admits that Admissions calls to notify them that they have been admitted.
 - Bursar holds are not posted until Friday night. Students that come in early in the week have time before their Bursar Hold is posted.

Adjournment 1:36PM

Minutes submitted by: Justine Gamache