

Committee on Academic Advising

Meeting Minutes

October 8, 2015

Present: Carrie Androletti, Mary Pat Bigley, Jan Bishop, Stephen Cohen, Cheryl Crespi, Justine Gamache, Larry Hall, Crissy, Higham, Mary Horan, Yvonne Kirby, Matt Martin, Kate McGrath, Kevin Oliva, Janice Reska, David Spector

Guest: Patrick Tucker, Registrar

Called to Order - 1:42PM

- First order of business – Jan Bishop, newly elected CAA chair asked all present to introduce themselves as we have new members.
- September 2015 meeting minutes approved
- Patrick Tucker – Overview of DegreeWorks
 - 3 or 4 main functions – the first 2 functions replace CAPP Degree Evaluation and ‘What If’ analysis. A much more user friendly, visually appealing tool. A cleaner interface.
 - This will be a yearlong implementation process. As we get closer to the spring 2016 semester we will have more examples of what this tool will look like and how it will function.
 - DegreeWorks will have the ability to attach advising notes to the degree audit. Patrick would like input from this committee on advising notes. To avoid a burden on advisors, DW will have drop-down menus with prepopulated, commonly used comments. There is also the ability for freeform comments.
 - The final function of DegreeWorks is the academic map. Each map will be customized for the student based on how they enter CCSU. It is very user-friendly. There are drag and drop options to move courses around.
 - All of these components will help when we hand students off from one advisor to the next. Each advisor will inherit information from the previous advisor.
 - The expectation is that this will go live late next summer/early fall. The 2015/2016 catalog will be implemented through DegreeWorks. Students that matriculate before Fall 2015 will remain in CAPP – those that matriculate Fall 2015 or later will be moved into DegreeWorks, one year at a time.
 - CAPP will remain active for at least 2 or 3 more years.
 - Patrick will send some links to YouTube videos of DegreeWorks and return at a later date for a more in-depth discussion of DegreeWorks.

- Questions for Patrick? Steve C. is heartened to hear that there might be more interactivity in DW, including the ability to build and adjust academic maps. The frustration with CAPP is that department chairs and other authorized personnel cannot make any adjustments to a degree evaluation. For example, an advisor should have the ability to say a course should be in another category and make that change. CAPP plugs courses in to the first appropriate category. In some cases, that is not the best fit for a course. Perhaps DegreeWorks will allow users to move the course to a better category. This is not to change attributes of a course, but to shift it to another category that it does fulfill.
- David S. has concerns about mapping out a program for a student if they cannot get into the classes.
- Forcing students to map out all four years is so important. They will have a better understanding of exactly what it will take to graduate in four years.
- Steve C. suggested we consider the consequences of the comments section. Should we worry about others seeing what we are recommending for students? Jan B., perhaps we should provide some examples of what to say and what NOT to say in the comments section. Some guidelines.
- The four School-Based Advising Centers each did a quick presentation on their roles/responsibilities within their school.
 - Mary Pat –SEPS
 - Transfer Student Sessions – groups of no more than 8 students (invite all admitted students, confirmed or not)
 - Long-term planning for continuing students. Manually create maps to graduation.
 - Advise continuing pre-social work majors, pre-elem ed majors.
 - Advising for the sophomore year workshops – ed majors
 - Resource library for test prep
 - Crissy – SOB
 - See all transfer students individually – one hour appointments for each.
 - Advise and give alternate pin to ALL pre-business/lower-division majors
 - Resource for all upper-division business majors – no pins
 - Sharon Braverman provides career advising – career/internship opportunities
 - Tutoring center for ECON, AC, FIN
 - Implement all academic warnings for students falling below 2.5 or earning less than C- in a critical course
 - Academic Allies program for students in gpa jeopardy

- Justine – SEST
 - Transfer Student Sessions – groups of 4 to 40 (invite all admitted students, confirmed or not)
 - Career Fairs – 2 per semester
 - Career Services – job posting, job search guidance.
 - Computer lab
 - Tutoring
 - Workshops
 - Advise continuing Undeclared Technology until they declare a major
 - Plan B advising – students that have a general question and can't find advisor
- Mary – CLASS
 - Transfer Sessions – groups of 12 to 15 (confirmed only)
 - Peer Advising - upperclassmen
 - Available to help continuing students find their advisor and answer general questions.
- Jan B. - Proposing that we meet on the first Thursday of every month – next 2 meetings are November 5th and December 3rd.
- Continue to send Jan B. thoughts on the good things we do in advising.

Adjournment 2:49PM

Minutes submitted by: Justine Gamache