

# ***Committee on Academic Advising***

## ***Meeting Minutes***

September 8, 2015

Present: Carrie Andreoletti, Mary Pat Bigley, Jan Bishop, Stephen Cohen, Cheryl Crespi, Justine Gamache, Kathy Hermes, Crissy Higham, Mary Horan, Yvonne Kirby, Kevin Oliva, Paul Petterson, Janice Reska, David Spector

Called to Order - 12:16PM

### **April 2015 meeting minutes approved**

- First order of business – elect Chair and Secretary.
  - Kathy Hermes volunteered to chair. All were in favor.
  - Justine Gamache will continue as secretary with the understanding she may miss some meetings. The members will take turns covering when necessary.
- We spent a lot of time last year discussing advising software and our wish lists.
  - Now that we know DegreeWorks is coming, or already here, we have no need to consider other advising platforms. It seems the whole software issue is now out of our hands and in the hands of the BOR. Although there are still some concerns about what it can do for faculty and what will be required of faculty.
  - We would like to get a Demo. Patrick Tucker will be the point person for DegreeWorks. Patrick may attend a CAA meeting to talk more about the implementation process.
- Yvonne has said that the BOR has asked us to pilot ‘PILOT’, by Ellucian. This is an early alert program. We will use transfer students as the test group as we cannot implement campus wide. The school based centers will be the first to use it. We may have it in about 6 months although that date keeps changing.
- Group Advising – Jan Bishop asked if anyone is doing group advising?
  - Psychology now does a ‘Pizza & PIN’ night. A group of faculty come in and meet with students. There is some one-on-one advising. Everyone stays until all student’s questions are answered.
  - Kathy suggested that we might get a few departments to volunteer to try different types of advising (like pizza/pin) and report back. We would gather information on how these programs do or don’t work.
  - Cheryl asked how do departments select the faculty that participate in group advising. The concern is that new faculty may not be aware of all the rules and requirements. Carrie said Psychological Sciences has always used a good mix of experienced and newer faculty.

- Janice does CACE presentations in FYE classes. She teaches how to run a degree evaluation and helps them understand general education requirements. She finds that most of them still come to their advising appointments unprepared. They don't bring anything with them and haven't run a degree evaluation.
  - Carrie asks her students to run a degree evaluation the day of their advising appointment. If they do, when she runs the degree eval later in the day, it runs much quicker.
  - Mary Pat doesn't rely on the degree evaluation. In her programs, there are grade requirements for certain courses. These are not graduation requirements, but program admission requirements. If student/faculty run a degree eval, the course will plug in where expected with no indication that the student HAS NOT met the grade requirement for the class.
- Are panel sessions helpful?
  - Mary Pat uses panel session to disburse generic information. Informational sessions such as advising for the sophomore year and transfer student advising. She provides information that everyone needs to know and to repeat this information in individual advising sessions would be very time consuming. They do not provide pins during these sessions.
- Faculty Advisor Training – Mary Horan does new faculty advising workshops
  - Mary suggested that the school based centers could offer new faculty advising workshops for their departments. The workshop will run a few days before advising begins and could include instructions for running a degree evaluation.
  - Continuing faculty attend as a refresher. Steve suggested that experienced faculty could participate, perhaps discussing a case study or a recent experience.
- Curriculum sheets and academic maps – These important documents are outdated on the curriculum sheet/academic map page on the CCSU website. DegreeWorks will only be effective if all information lines up – currently it does not.
  - Academic maps have not been updated since 2013. Marketing & Communications created a process that does not seem to be effective or user friendly.
  - Mary Pat has recommended that the school based centers be responsible for keeping curriculum sheets and academic maps accurate. She has an academic map spreadsheet that will share with anyone interested.
  - Are the maps effective if students don't get the recommended classes their first semester? CACE tries to give students the best schedule as dictated by the academic departments, but are often limited by course availability and other factors.

- Career Advising – Carrier offered information regarding an app that was designed by the Career Task Force last year. The app is designed to keep students on track and makes them aware of when they should consider an internship and who they should see for help with their resume. This app may also be useful in academic advising. She will share the final report from the Career Task Force.
- Transfer Banks – All are concerned about the inaccurate information in the transfer data banks. How can we fix it?
  - Steve recommended that all department chairs review catalogs from all CT schools and the bank updated. One of the challenges is knowing who should make the changes. There does not seem to be a process for getting changes made.
  - Patrick Tucker has assigned a staff member to the transfer data banks.
  - Kathy has already reviewed History courses. She has asked that we try to come up with rules for transfer. For instance, the Office of Transfer & Articulation wanted her to accept 200-level courses from the community colleges as equivalent to our 300-level courses. She does not think that is appropriate – the content is different. It would be helpful to have a guide of recommendations on how to address these issues.
- We have a few topics that we need to establish best (good) practices for – advising, transfer courses/equivalents/banks, and updating curriculum sheets/academic maps. The members have been asked to bring 2 or 3 recommendations for discussion to the next meeting.
- Kathy will contact the sga to see if they are interested in having an advising forum for students.
- We may need to adjust our meeting days/times. Kathy will send a doodle to members to see if we can come up with a schedule that works for most.

Adjournment 1:19PM

Minutes submitted by: Justine Gamache