

## Committee on Academic Advising

### Dec. 2, 2021 Meeting Minutes

**Present:** Candance Barriteau Phaire, Adina Elfant, Justine Gamache, Gena Givens, Amanda Greenwell, Jackie Guzman, Larry Hall, Marie Kulesza (Chair), Joanne Leon, Jillian Maynard, Paula Talty, Barry Westcott, Sam Zadi

- Meeting called to order – 1:32 p.m.
- Approved minutes of Oct. 28, 2021 meeting (Barry, Larry)
- Chair updated committee on Bylaw revisions. Committee on Committees requested meeting with CAA Chair (Marie Kulesza) to address some questions on the submitted committee bylaws. Meeting set for Dec. 3<sup>rd</sup>. Chair will send to committee the outcome of the meeting.
- Committee continued discussion of placement tests. Amanda Greenwell and Barry Westcott presented a summary of their research on the policies and procedures related to the English Placement Test and the Math Placement Test, respectively. A lengthy discussion ensued, and two motions were unanimously approved by the committee:
  1. Recommendation: Revise the math placement test options to have students who self-identify in *Category a* follow the same testing procedure as those in *Category b*.
  2. Recommendation: To add language to the modern language exam procedures associated to deadline to take the exam that is consistent with published deadline guidelines for the writing placement exam. [per discussion with Modern Language Department suggested wording: *There are many benefits to taking your language placement test as soon as you start your studies at CCSU. Once enrolled in a course at the right level for you, you can begin a language major (10 courses) or a minor (only 6 courses), which pair well with any primary major. You can also meet your language requirement during your first semester. The exam is offered beginning in August through Fall semester and then again from mid-January through spring semester. Contact the chairperson of the World Languages Department ([rocio.fuentes@ccsu.edu](mailto:rocio.fuentes@ccsu.edu)) or Dr. Jessica Rutherford ([j.rutherford@ccsu.edu](mailto:j.rutherford@ccsu.edu)) to learn more about how a language major or minor can serve your long-term professional goals and to schedule your exam!*]

Committee chair will forward recommendations to responsible individuals.

- Meetings for the Spring 2022 term will be the last Thursday of the month from 1:30 to 2:30 pm. Chair to set up meetings on Microsoft Teams.
- Meeting adjourned 2:25 pm.

Respectfully submitted,  
Marie Kulesza