Committee on Academic Advising

November 7, 2017 Meeting Minutes

Present: Mary Pat Bigley, Jan Bishop, Lee Einhorn, Justine Gamache, Jacqueline Guzman, Sylvia Halkin, Larry Hall, Mary Horan, Chet Labedz, Caroline Marquez, Briana McGuckin, Brenda Zhou

 1. Minutes accepted from previous meeting, with minor change.

 2. The organization and content of the CAA will be revisited, but for now focus is on

building the new advising survey to be administered in Spring semester.

a. Discussed collecting and maintaining committee data on retention, the advising

process, etc.. We rely on Yvonne Kirby for data, but should be asking survey

questions that will yield actionable data.

 b. Sylvia Halkin will draft a question to address students’ understanding of work

load as explained (or not) by an advisor (e.g., “has your advisor discussed…” with

items such as student’s work hours, course load, commute, time management,

etc.)

c. President Toro will likely be interested in whether all students (incoming,

continuing, transfer) have similar/consistent “on-boarding” experiences; data

should further be parsed by school and major

c. Lee Einhorn will create and distribute to all a GoogleDoc with the existing

survey questions so that, using “Track Changes,” members may suggest

additional questions and/or edits to existing questions. All suggestions should be

submitted about a week prior to next meeting (which is 11/28).

 3. Caroline Marquez shared information about Explore Central, which supports

students who have not yet decided on a major by providing assessments that suggest or

eliminate majors as possible matches, encouraging general education courses, and

organizing meetings between students and faculty members.

Respectfully submitted by Briana McGuckin