Committee on Academic Advising

September 26, 2017 Meeting Minutes

Present: Carrie Mary Pat Bigley, Lee Einhorn, Justine Gamache, Jacqueline Guzman, Larry Hall, Yvonne Kirby (Director of Institutional Research and Assessment), Chet Labedz, Briana McGuckin, Kevin Oliva, Heather Rodriguez, Brenda Zhou

 1. Introductions

 2. Mary Pat Bigley and Chet Labedz were voted in as co-chairs of the CAA.

 3. President Toro would like to meet with CAA; Mary Pat will contact her.

4. CAA will meet every three weeks, especially in preparation of meeting with NEASC in the future to discuss assessment and advising, Standard 6; the next meeting will be October 17th and a schedule is forthcoming.

5. Academic Advising module of NSSE survey data; developed response to lower scores in 2017

1. prep for writing exams taking place between 2012 and 2014 may have put more stress on advisors
2. CACE model did not allow for student/faculty interaction
3. CACE model included only 1 hour of advising during summer 2 ½ hour orientation

Plans for improvement including (some already implemented):

 a. dissolution of CACE/restructuring of advising

 b. longer orientation, more time on advising; one-on-one instead of small groups

 c. advising within the specific schools, in closer physical proximity to faculty

 d. brand new students will always rate advising well, as they don’t know yet what

they need, compared to students reflecting on an experience had and needs

met/unmet

g. Professional development for advising faculty; mentors, currently no training

h. DegreeWorks

 6. Student photographs are being added to class and advising rosters;

capability to take attendance through Blackboard, and other tools, may be coming.

7. Enrollment Management Council and the Holds Subcommittee is examining holds on

student registration – health and financial

 a. holds on registration disrupt advising experiences

 b. considering responses to holds that do not bar registration: waiving

hold, scholarships, fees; how to deal with students who never comply

c. no current financial amount that triggers financial hold, but suggested amount

keeps rising to accommodate struggling students

 8. CAA will take on rewriting the in-house academic advising survey.

 a. look at comparable institutions (not sister schools)

 b. not more than 20 questions

c. not just “nice to know” questions; think about what we want to do to improve with answers

d. if developing learning outcomes, prioritize professional development

e. two-pronged: survey for advisors and for advisees

 f. Next meeting, will look at exhaustive advising survey this committee gave five

years ago; Chet will circulate before next meeting

9. Other goals for the year:

a. 15 to Finish

b. making college viable for part-time students

c. reaching ESL students

Respectfully submitted by Briana McGuckin