

Committee on Academic Advising

Meeting Minutes

November 5, 2015

Present: Carrie Andreoletti, Mary Pat Bigley, Jan Bishop, Stephen Cohen, Cheryl Crespi, Crissy, Higham, Mary Horan, Yvonne Kirby, Kate McGrath, Janice Reska, David Spector

Guest: Patrick Tucker, Registrar

Called to Order - 1:45 PM

October 8 meeting minutes approved, agreed to project and not print minutes in the future
Patrick Tucker – Further discussion on DegreeWorks (DW) and role CAA can play.

- Features
 - Placing courses
 - CAPP is linear ("dumb"), unrestricted electives
 - DW is logarithmic so may be better at "best fit"
 - Will double place in General Ed and Major
 - Will have to manually place for General Ed and Minor
 - Programs that require a minor, if undeclared this will pop up
- Drop down menus
 - Thinking 10-15 drop downs for general items
 - Additional department level - Patrick will inquire
- Who should have access?
 - Access for altering a record would require training. What happens behind the scenes when someone enters changes is more complicated than one would think
 - Supervisor level - registrar
 - Dean?
 - Chairs ?
 - Should faculty have access to all students or just those being advised?
 - if yes, assists when change major
- Will DW link to the transfer data base?
 - Now, admissions has module: enters course data and matches to articulation data-base.
 - Possible that after 1st year, the pre-transfer advising tool (DW) might be used
- Transition Cost - Implementation
 - Given money for 1 year at a time (consulting hours)
 - Will start with incoming class.
 - May have some advisees on CAPP and others on DW
 - Once number gets smaller may be able to "grab" more than one year
- Role of Committee on Academic Advising concerning DegreeWorks

- assist with creating dropdown menu suggestions
 - craft and publicize wording as to the need to be careful of the type of comments one enters manually
 - advise on who might need access and at what level
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- Next meeting December 3rd, 1:40 - 2:40 pm
 - Plan of action: Break into small groups to work on
 - Drop down comment menu items - department level
 - Recommendations concerning electronic commenting
 - Good Practices
 - Also address advising for non-matriculated students
 - Continue to send Jan B. thoughts on the good things we do in advising.

Adjournment: 2:45 pm

Minutes submitted by: Jan Bishop