

**Committee on Academic Advising Minutes  
10/11/2011**

**Minutes taken by Jason Sikorski**

**Meeting called to order at 12:17pm**

**Those in attendance:** J. Sikorski, M. P Bigley, P. Morano, K. Larsen, Y. Kuby, K. Tracey, S. Odesina, K. Santoro, M. Horan, T. Jarmozko, C. Labedz, L. Hall, K. Poppa

**Announcements/General Business**

- New members to the group were briefly introduced (Peter Moran from Athletics and Tom Jarmozko from Business)
- The dates of the upcoming meetings are:
  - October 11<sup>th</sup>
  - November 8<sup>th</sup>
  - December 13<sup>th</sup>

**Chet Labedz Discussion of Process Mapping**

- Please review Chet's powerpoint slides which are located on the Committee website
  - A discussion of a potential timeline for the process mapping plan was discussed. Chet noted that the timeline was unclear at this time. It is possible that the interview process could continue into March so that problems could be identified. Then, Chet noted that the actual process mapping procedure would take considerably more time after problems are identified. He noted that this could represent a 2 year process.
    - After all, it was discussed how those parties deemed to be central to the process of transfer student advising at CCSU would be interviewed by committee members in pairs
    - Further, the importance of interviewing actual students was discussed. All agreed on the importance of interviewing the students who experience the transfer advising process directly...both those with complaints and those with stories of satisfaction
  - Committee members completed index cards that noted who they thought should be interviewed to better understand the process of transfer advising, what questions should be asked of these individuals and why they should be interviewed. In addition, committee members were asked whether they would be willing to interview these individuals.
    - A diagram was constructed and placed on the board that attempted to outline a type of flow chart that identified those individuals with whom transfer students would have contact with as they gradually completed the process of transfer advising.
    - An extensive list of individuals was created. At the conclusion of the meeting, C. Labedz retrieved the individual index cards in order to facilitate the process by which interviews might be scheduled using a Blackout Calendar to be distributed at a later meeting on the Committee website.

- It was clarified that this process mapping procedure would focus on transfer student advising and not changes of major
- **Discussion of concerns regarding Retention Rate Decline**
  - It was announced that retention rates for first time, full time, degree students had dropped approximately 4.5%
    - Some questioned and discussed whether this issue should be addressed in the process mapping procedure as well....whether the data collection should focus on both transfer students and first time students
    - It was also noted, on a related note, that there were fewer academic dismissals compared to last year, which essentially eliminates this factor as being influential in the retention rates drop
    - The difficulty of isolating economic factors and how they might influence these numbers was discussed
    - It was announced that the clearinghouse would be utilized to contact those who left CCSU to determine their reasons for leaving. These data are to be collected in the near future.

**Meeting adjourned at approximately 1:30**

These minutes are respectfully submitted for consideration by Jason Sikorski