

## **Advisory Committee on Academic Advising**

**March 16, 2010**

**Members Present:** MP Bigley (Chair), M. Horan, K Poppe, S. Odesina, K. Oliva, L. Hall, C. Pudlinski, B. Hosch

**Approval of Minutes:** Remove stricken wording from the minutes. Minutes approved as amended.

### **Announcements:**

- By laws presented to Senate by Committee on Committees. Senate recommended the committee official name be: Committee on Academic Advising. Bylaws approved by Senate as amended.
- Mary Pat to speak with Mark McLaughlin to create a web site for committee

### **Continuation of discussion of School based centers responsibilities:**

- Triage approach all incoming transfers come to school based centers for advising
- Transfer evaluation reviewed and changes to process discussed
- Recommend substitutions
- Explain admissions requirements and GPA to specific programs
- Pin numbers
- Register students, override capabilities, try and assist students to register for a full time course load.
- Review and distribute academic resources, transfer guide etc.
- Discuss career goals, major and minor
- Finalize program of study and help plan courses to complete all degree requirements
- Discuss new probation policy
- Develop relationships with departments and create an effective advising process
- Provide consistent advising when faculty are not available (backup)
- General education advising supporting faculty who will advise in General Education as well

### **Other:**

Larry Hall discussed admissions mailing and e-mailing advising information. (Plan of study and other program information) Giving all students information to read regarding their major and university policies and procedures.

### **Next meeting agenda:**

- Continue discussion of School Based Centers including required resources.
- Mary Pat to invite Myrna to clarify her role with transfer students

- Continue discussion to develop a new process for transfer evaluations. Work to have all transfer evaluations sent from admissions with courses articulated to a CCSU course when appropriate.

**Future Meetings:**

- April 6
- April 20
- May 4

Meeting adjourned 4:15pm

Submitted by,

Kevin Oliva