

Committee on Academic Advising

December 6, 2016 Meeting Minutes

Present: Carrie Andreoletti, Mary Pat Bigley, John Coleman, Justine Gamache, Cristina Higham, Mary Horan, Chet Labeledz, Sadie Marjani, Matt Martin, Kate McGrath, Briana McGuckin, Kevin Oliva, David Spector

1. Minutes from 11/1/2016 meeting approved.
2. Carrie Andreoletti demo'd new website in-progress; some changes discussed, which Carrie will make before resending a link so we can discuss further changes:
 - a. draft a statement for the front page, basically stating that this is a "general resource for students/faculty with all things advising;" include minutes, not agendas
 - b. Add a picture, membership list
 - c. Change "Faculty," to "Faculty Resources," and "Students," to "Student Resources;" under "Faculty Resources" should be contacts, academic maps, resources
 - d. Under "Resources," Mary Pat Bigley will check whether the linked teacher certification is the most recent); add "guidelines" document for making the most of Degree Works
 - e. On left side of the page, under the menu, add CAA contact info
 - f. Could add short explanations for links when hovering over them
3. Committee will request a CCSU front-page website button for advising, in addition to getting a link under "Academics," on the main page:
 - a. Links for advising broken down into: 1st year, transfers, and graduate students, and "not accepted" students
 - b. After a message with something like "Not sure who to contact? Click here," provide an alphabetically ordered chart of majors that shows what school a major is in as well as provides the school center's phone number
4. Planning SGA Student Advising Forum
 - a. Academic Affairs will host and moderate; SGA determines time, location, etc.; March is a good time as advising is done in April; panelists from this committee and from the different schools
 - b. SGA will see if Alumni Hall is available 2-6 p.m. or thereabouts during that month
5. Anonymous feedback on advising for the website?
 - a. students may try to raise concerns that should be addressed in an advising session; provide resources for changing advisors, etc. (empower students to initiate needed changes); if we do the feedback box option, should include an e-mail address field
6. Planning for next semester:
 - a. invite Yvonne Kirby to 1st meeting of next semester discuss what to do with feedback data/getting more useful feedback

- b. David Spector will contact Glynis Fitzgerald (CTFD) about partnering next semester on something to do with combatting bias in advising
- c. develop guidelines for how good advising can demonstrate good teaching on the website, in order to encourage applying advising duties to P&T dossiers
- d. make departments' advising surveys available on the website as a faculty resource

Respectfully submitted by Briana McGuckin