

Committee on Academic Advising

November 28, 2017 Meeting Minutes

Present: Mary Pat Bigley, Lee Einhorn, Justine Gamache, Jacqueline Guzman, Sylvia Halkin, Larry Hall, Mary Horan, Chet Labeledz, Caroline Marquez, Briana McGuckin, Kevin Oliva, Heather Rodriguez, Brenda Zhou

1. Discussed proposed changes to new advising survey.
 - a. No need to add demographic questions, as CCSU ID number is requested.
 - b. When asking about retrieving PINs (E): refer to Advising “Center” rather than “Office;” add Registrar’s office; remove “faculty” from “assigned advisor”
 - c. When asking about registration timing/issues (F), change “earliest permitted time” to “earliest permitted day.”
 - d. To the question about what advising is used for (G), add “other CCSU issues” as an answer choice.
 - e. When asking about biggest challenges encountered (I), separate out advising and registration into two questions.
 - f. For (K1), change to: “Did your credits transfer the way you thought they would?”
 - g. Keep (K3) to compare to old data, remove “since its original version.”
 - h. Changes made to (K4) so language is not dependent on current iteration of the CCSU website.
 - i. Add question, after (H), about how much time students can spend with an advisor. Responses should be ten-minute ranges, plus “I did not have face-to-face interaction.”
 - j. Add proposed chart for hours spent on various non-academic commitments, instructing to check ONE box in each row; strike included questions 1 and 2, but keep questions 3 and 4.
 - k. Grammatical changes made throughout GoogleDoc accepted.
 - l. Add: “Would you like to be invited to join an advising focus group?” Such a focus group could shed light on time management issues/need for advisor training.
 - m. Chet Labeledz will revise survey, and prepare new draft for January meeting.
2. Discussed upcoming meeting with President Toro.
 - a. Mary Pat Bigley will create an agenda.
 - b. Reflecting on changes to the CCSU website, should ask President Toro how she envisions the role of CAA, its web presence; on Advising page, should explain advising process/how to run a Degree Evaluation.

Respectfully submitted by Briana McGuckin