

MINUTES – Committee on Academic Advising  
January 14, 2014

PRESENT: L. Minor, K. Santoro, J. Gamache, M. Bigley, Y. Kirby, K. Hermes, N. Moore, S. Cohen, P. Petterson.

The meeting was called to order at 12:20 PM.

Chair Stephen Cohen focused discussion on follow up regarding a number of previous Committee concerns and initiatives.

1. The Committee supports repeating the Advising Forum cosponsored by the SGA. Chair Cohen will contact the SGA to follow up.
2. There was minimal feedback to the initiative on collecting “advising tips”. The department chairs will be emailed again on this. The use of You Can Book Me was suggested as one tip. We will seek to get a compilation of the tips out before the advising period for preregistration.
3. Excellence In Advising Award – Gil G., Mary Pat B., and Kathy H. will work on developing a process for making such an award.
4. Transfer Advising-where should we go next?
  - a. Training for chairs – need to develop documentation of advising process. Also should do more direction of chairs to ASAP services.
  - b. Mandatory transfer advising – use multiple avenues (challenge of school break periods). Should add “mandatory” message to all transfer contacts, have a unified language on transfer advising sessions.
  - c. Online process for evaluating transfer credits – needs to be tied in with new content management software. Fillable online forms with e-signature and routing directions. Forms should include change of major, course substitution, transfer credit evaluation. Questions of when to use and who initiates form. Needs to be followed through on with IT.
  - d. Ensuring departmental review of CONNSCU courses (2/3 of transfer students are from CONNSCU). Can Myrna facilitate cyclic review of evaluation course bank? Chair Cohen will follow up with Larry Hall and Myrna.
  - e. The issue of keeping PINS on was also raised.
5. The Web site will be reviewed and updated to address dead links, out of date links, missing items, and redoing materials as needed. Mary Pat and Justinne will work on this.

Meeting adjourned at 1:30 PM.

Respectfully submitted,

Paul Petterson, Secretary