

Academic Advising Committee

September 8, 2016 Meeting Minutes

Present: Carrie Andreoletti, Donna DeCarlo (for Larry Hall), Cristina Higham, Mary Horan, Chet Labeledz, Sarah LoGiudice (for Mary Pat Bigley), Matt Martin, Kate McGrath, Briana McGuckin, Heather Rodriguez, David Spector

1. Elected Carrie Andreoletti as Chair
2. Elected Briana McGuckin as Secretary
3. Meeting dates to be first Tuesday of the month going forward, at 1:40 p.m. in SSH 216
4. Listed goals/issues for the year:

- Review by-laws
- Involving the registrar in the AAC on a more permanent basis
 - Patrick Tucker—come in for an update
 - Q&A on Banner
 - DegreeWorks training?
 - DegreeWorks degree audits shifting toward degree “maps” in future
- Registration for non-matriculated students needs improvement
- Enforcing the limit/cap on re-taking a course is difficult
 - What about when a course is cross-listed under different departments?
 - How can we find out class is a re-take, other than by accident?
 - BIO 111 especially troublesome with registration errors; majors, grad students...
- Reach out to faculty to promote a community of advising
 - go to department meetings, explain value beyond gen. ed.
 - new and “seasoned” faculty meetings, in which seasoned folks share examples of advising situations that can teach best practices
 - provide more/new examples of (suggested) forms, in lieu of a firm template
- Update/improve Academic Advising web presence
 - central web location, with sub-pages for specific offices/locations
 - flyer exists with all of this info gathered
 - Advising for Academic Resources page still exists, and should be updated
- Craft/distribute a warning about language used in admin files, visible to students
 - “recommended,” “referred;” no judgment/behavioral details – just facts
 - referred for “possible” assistance, not guaranteed