

Committee on Academic Advising
Minutes
December 7, 2010

Attendance: Bigley, M.P.; Horan, M.; Hall, L.; Hoffman, N.; Poppe, K.; Doyle, C.; Pudlinski, C.; Jones, C.; Oliva, K.

Guests: Myrna Garcia-Bowen and Joe Paige

There was a general discussion regarding transfer students, how they are currently advised and how they may be in the future when the school-based advising centers are fully operational. The following bullet points capture the highlights of the conversation.

1. Currently and through December and January, incoming transfer students will be advised as follows:
 - School of Education and Professional Studies – Mary Pat Bigley or Department Chairpersons
 - School of Engineering and Technology – Department Chairpersons
 - School of Business – SOB Advising Center
 - School of Arts & Sciences – Department Chairpersons
2. Myrna's office:
 - a. Currently communicates with transfer students by e-mail encouraging them to contact their school/department for advising and registration.
 - b. Currently meets with potential and incoming transfer students if they come to campus without an appointment and want to talk to someone. She gives them general information and connects them with their academic department for academic advising
 - c. Coordinates 3 campus-wide transfer advising days each semester; these serve primarily students in A&S
 - d. Connects with Transfer Compact students coming in from the community colleges
3. School of Business model for incoming transfer students:
 - a. Students receive a welcome letter from SOB with their acceptance package and are asked to call for an advising appointment
 - b. Students make individual appointments with a SOB advising center advisor
 - i. Advisor may or may not register the student, depending on availability of Banner
4. Larry Hall would like accepted students to be contacted repeatedly from the time they are admitted to the beginning of the semester. This may be a shared responsibility of Myrna's office and the school-based centers and academic departments. For example, students have already been accepted for Fall 2011 but very little contact has been made so far. These students should be hearing from CCSU as much as once a month.

Respectfully submitted,
Mary Pat Bigley