Committee on Academic Advising
Meeting Minutes
November 5, 2015

Present: Carrie Andreoletti, Mary Pat Bigley, Jan Bishop, Stephen Cohen, Cheryl Crespi, Crissy, Higham, Mary Horan, Yvonne Kirby, Kate McGrath, Janice Reska, David Spector

Guest: Patrick Tucker, Registrar

Called to Order - 1:45 PM

October 8 meeting minutes approved, agreed to project and not print minutes in the future
Patrick Tucker – Further discussion on DegreeWorks (DW) and role CAA can play.
  o Features
    o Placing courses
      ▪  CAPP is linear ("dumb"), unrestricted electives
      ▪  DW is logarithmic so may be better at "best fit"
      ▪  Will double place in General Ed and Major
      ▪  Will have to manually place for General Ed and Minor
    o Programs that require a minor, if undeclared this will pop up
  o Drop down menus
    o Thinking 10-15 drop downs for general items
    o Additional department level - Patrick will inquire
  o Who should have access?
    o Access for altering a record would require training. What happens behind the scenes when someone enters changes is more complicated than one would think
      ▪  Supervisor level - registrar
      ▪  Dean?
      ▪  Chairs?
    o Should faculty have access to all students or just those being advised?
      ▪  if yes, assists when change major
  o Will DW link to the transfer data base?
    o Now, admissions has module: enters course data and matches to articulation data-base.
    o Possible that after 1st year, the pre-transfer advising tool (DW) might be used
  o Transition Cost - Implementation
    o Given money for 1 year at a time (consulting hours)
    o Will start with incoming class.
    o May have some advisees on CAPP and others on DW
    o Once number gets smaller may be able to "grab" more than one year

  o Role of Committee on Academic Advising concerning DegreeWorks
• assist with creating dropdown menu suggestions
• craft and publicize wording as to the need to be careful of the type of comments one enters manually
• advise on who might need access and at what level

• Next meeting December 3rd, 1:40 - 2:40 pm
• Plan of action: Break into small groups to work on
  o Drop down comment menu items - department level
  o Recommendations concerning electronic commenting
  o Good Practices
• Also address advising for non-matriculated students
• Continue to send Jan B. thoughts on the good things we do in advising.

Adjournment: 2:45 pm

Minutes submitted by: Jan Bishop