Committee on Academic Advising Minutes
4/24/2012
Minutes taken by Jason Sikorski
Meeting called to order at 12:17 pm


Chet’s update
• Chet used a powerpoint presentation to update us on our progress in process mapping. The slides are available upon request to Chet
  o There are still a couple of people who have not yet posted their interview notes (they will do so this week)
  o Left column is almost at our 70% target rate
  o K. Oliva will be contacting Matt Bielwa after registration
• 171 responses to transfer survey to date. Karen has been sending the emails out to student inviting them to participate
  § Graphs generated
  § Results analyzed by question
  § Some of the individuals who completed the survey are not transfer students, so we will extract those participants and await more respondents before summarizing the results in greater detail
  § Some interesting facts on a preliminary basis worthy of discussion:
    • There is a difference between course substitution errors and Degree Evaluation Errors
    • 81% had not participated in a group transfer day
  § Some discussion about how to award prizes
    • C. Labedz noted the need for oversampling or weighting to ensure that a good % of prizes go to the largest portion of our sample
      o In general, the group agreed with this suggestion and decided on the following plan:
        ▪ 4 awards last week
        ▪ 4 awards this week
        ▪ 1 award for every week thereafter

Proposed Spring/Summer Planning for Process Mapping
• Complete interviews by the beginning of the summer
• Put transcripts together on Blackboard and read them. We could gather impressions and interpretations over the summer in preparation for a detailed discussion at the beginning of Fall 2012. We would then offer recommendations during the Fall of 2012
  o We should all base our interpretations on identifying recurrent themes and stories….based on our own unique expertise and training
• Implement recommendations on a pilot basis in Spring of 2013
• Assess and adjust, analyze results of changes during Fall 2013

• **LOTS OF WORK FROM CHET AND KAREN HERE OVER THE COURSE OF THE LAST SEVERAL WEEKS!!!! HOORAY FOR THEM!!!**

**Some other issues discussed**

• M. Bigley talked to SGA President Eric Bergen about our idea for a Committee on Academic Advising Forum
  - He loved the idea
  - Student Affairs Committee will be deciding when to do it

• Y. Kirby wishes to present survey draft from Dean and Provost…survey of students after they had received advising
  - She will do this at our next meeting on May 8th

• K. Oliva updated us on his idea for an online suggestion box about advising where in the moment feedback can be provided by students while they are registering or being advised.
  - M. Bigley and C. Labedz noted their perception that our survey covers a lot of these issues and that we can only do so much.
  - M. McLaughlin told K. Oliva that the suggestion box really should be more of a survey than an open suggestion box because we would hear every complaint under the sun

• Kevin Tucker is the new registrar.
  - M. Bigley spoke with Kevin Tucker and he indicated plans to improve degree evaluations and transfer credit evaluations

**Next Meeting**
**May 8th – Barnard 222 – 12:15pm**