Advisory Committee on Academic Advising

March 16, 2010

Members Present: MP Bigley (Chair), M. Horan, K Poppe, S. Odesina, K. Oliva, L. Hall, C. Pudlinski, B. Hosch

Approval of Minutes: Remove stricken wording from the minutes. Minutes approved as amended.

Announcements:

- By laws presented to Senate by Committee on Committees. Senate recommended the committee official name be: Committee on Academic Advising. Bylaws approved by Senate as amended.
- Mary Pat to speak with Mark McLaughlin to create a web site for committee

Continuation of discussion of School based centers responsibilities:

- Triage approach all incoming transfers come to school based centers for advising
- Transfer evaluation reviewed and changes to process discussed
- Recommend substitutions
- Explain admissions requirements and GPA to specific programs
- Pin numbers
- Register students, over ride capabilities, try and assist students to register for a full time course load.
- Review and distribute academic resources, transfer guide etc.
- Discuss career goals, major and minor
- Finalize program of study and help plan courses to complete all degree requirements
- Discuss new probation policy
- Develop relationships with departments and create an effective advising process
- Provide consistent advising when faculty are not available (backup)
- General education advising supporting faculty who will advise in General Education as well

Other:

Larry Hall discussed admissions mailing and e-mailing advising information. (Plan of study and other program information) Giving all students information to read regarding their major and university policies and procedures.

Next meeting agenda:

- Continue discussion of School Based Centers including required resources.
- Mary Pat to invite Myrna to clarify her role with transfer students
• Continue discussion to develop a new process for transfer evaluations. Work to have all transfer evaluations sent from admissions with courses articulated to a CCSU course when appropriate.

**Future Meetings:**

• April 6
• April 20
• May 4

Meeting adjourned 4:15pm

Submitted by,

Kevin Oliva