

Committee on Academic Advising
January 15, 2013
Student Center, Blue and White Room

The meeting was called to order at 12:15 pm by the chair, Paul Petterson.

Members in Attendance: Karen Tracy, Gil Gigliotti, Paul Petterson, Kathy Czyrnik, Kevin Oliva, Mary Pat Bigley, Karen Santoro, Mary Horan, Ken Poppe, Jason Sikorski, Stephen Cohen, Segun Odesina, Yvonne Kirby. Guest: Chet Labeledz.

Approval of 11/6/12 Meeting Minutes, submitted by Kathy Czyrnik. Moved: Gil Gigliotti; second: Mary Horan. Unanimously approved.

Planning for CAA's Senate Report: Chet Labeledz recommended both "quick hits" and longer term proposals. The former might consist of workflow templates for advising-related tasks, the analysis of which might shorten times or simplify processes. The latter might consist of reporting the results of a survey of the CAA membership on the importance and feasibility of various issues raised by the committee. The committee approved Chet's proposal to distribute the survey via e-mail.

Applying for Graduation: a brief discussion ensued on analyzing and improving the process of applying for graduation: when students should apply (in terms of credits earned or time before intended graduation date), and how to prompt students to do so.

Provost's Retention Council Survey: Yvonne Kirby reported that over 1000 students responded to the survey. Yvonne will present the results at our next meeting.

CAA Student Survey: if the CAA is to repeat its survey of students, the survey should be ready to go by April. Yvonne Kirby emphasized the importance of keeping the survey process going, following up on the results, and documenting our responses for the next NEASC report.

Other:

- Mary Pat Bigley proposed updating the web site on advising advice and making the revised site available at least a month before this semester's advising period begins (March 18)
- Questions were raised about the status of the Academic Maps: where are they? Were proofs sent to those who submitted drafts last semester? Yvonne Kirby will follow up with Mark McLaughlin. Other Academic Map issues:
 - (how) can we link Academic Maps, curriculum sheets, CAPP, and other related items, so that when one changes, the others will a well?
 - Can the Curriculum Committee require draft revised curriculum sheets to be submitted with curriculum proposals?
- We need to follow up with the SGA about the Advising Open House for students proposed last semester

- Stephen Cohen raised the larger question of process mapping or otherwise analyzing the transfer process, from admission (what do/should applicants submit, when can/should they apply, how are they admitted, what do they receive when they are admitted....?) to credit evaluation (how is it done, by whom, when; is there a single, updated database?) to advising (who does it; when; what role do/should transfer days play?)

Next Meeting: Tuesday, Feb. 12, Vance 106. Yvonne Kirby will present the results of the Retention Council survey, and Patrick Tucker will discuss the graduation evaluation process, the status of Ad Astra Platinum's implementation for class need projection, wait lists, and other issues of concern to the CAA.

The meeting was adjourned at 1:30.

Respectfully submitted,

Stephen Cohen
Meeting Secretary