

**Committee on Academic Advising**  
**September 11, 2012**  
**Student Center Blue & White Room**

Meeting was called to order at 12:20 pm by last year's chair, Mary Pat Bigley.

Members in Attendance: Gil Gigliotti, Kathy Czyrnik, Paul Petterson, Stephen Cohen, Karen Santoro, Mary Horan, Tomasz Jarmoszko, Mary Pat Bigley, Larry Hall, Kevin Oliva, Ken Poppe, Jessica Owen (student).

**Introductions**

Recognizing that there were many new members of the Committee in attendance, Mary Pat suggested that everyone introduce themselves and the office or area they represent.

**Election of Officers**

Mary Pat Bigley nominated Paul Petterson to be the new chair of this committee. Paul accepted the nomination and was unanimously elected as the chairman of the Committee on Academic Advising for the 2012-2013 academic year.

Chairman Petterson called for nominations for the position of Secretary. After hearing no nominations Paul asked if anyone would serve the Committee as Secretary for this meeting, and Ken Poppe volunteered to take the minutes. Paul stated that (agreeing with a suggestion by Gil Gigliotti) if the Committee did not elect a Secretary for the year, he would assign committee members to serve as Secretary for each meeting on a rotating basis.

**Meetings**

Paul stated that he would set up a calendar of monthly meetings and secure meeting rooms for the rest of the year. There will be a special meeting scheduled for two weeks from today in order for Yvonne Kirby to make a special report on the Transfer Student Survey to the Committee.

**Process Mapping Project - Transfer Student Advising**

Former Committee member Chet Labeledz compiled the results of all of the interviews that were completed last year on the matter of transfer student advising. The interview reports and the compilation of those reports are posted on the Committee's Blackboard site. Mary Pat explained to the members how we got to this point and the rationale of addressing the transfer student advising issue, since CACE was in place and functioning and the School-based advising centers were also operating. Paul requested all Committee members to review the reports in advance of our next regularly scheduled meeting in October.

**Proposed Next Steps**

1. Review and discuss
  - a. the compiled interview transcripts
  - b. "Blockade to Graduation" open student forum
  - c. Student survey responses/analysis

2. Bring “stories”, structures and problems from step 1 to discuss/evaluate.
3. Discussion --- posting on Blackboard before next monthly meeting.
4. Prioritize issues
5. Map process
6. Identify interventions
7. Consider consequences of interventions
8. Report to the Faculty Senate
9. Implement recommendations for Spring 2013 semester
10. Fall 2013 – assess results, adjust, implement changes

Mary Pat mentioned the website information that is available to faculty for the Advising period. Now all information for the CAA website should go to Paul for posting.

Tomasz Jarmoszko suggested that we may need some money to carry out the tasks in process modeling. The Committee has been supported by the Provost when we have needed budgetary support in the past, and it is hoped that his support will continue as we continue our work.

Mary Pat shared with the Committee that she suggested to SGA President Eric Bergman that the CAA offer a forum for students – perhaps this fall. This will help students know that we are listening to them and acting on their concerns.

### **School-based Advising Centers**

A question was raised about the school-based advising centers and it was suggested that the centers were still a gray area.

Mary Horan offered information about the School of Arts & Sciences advising center – ASAP – the Arts & Sciences Advising Place on the third floor of Willard Hall. There was some furniture purchased, a University Assistant and a Graduate Assistant, along with 18 peer advisors (will not advise but refer), will staff the center. The center has been promoted through outreach mailings. The center is available to all students only when their faculty advisors are not available. There are plans going forward to offer programming/workshops like “how to run a degree audit”.

The School of Education & Professional Studies center is located in the old chemical storage closet on the second floor of Barnard Hall.

### **Next Meeting**

**September 25, 12:15pm at a location TBD.**

Meeting was adjourned at 1:20 pm.

Respectfully Submitted,  
Ken Poppe, Meeting Secretary