

Committee on Academic Advising
Minutes for April 5, 2021 Meeting
12:30 p.m. – 1:30 p.m.

Present: Caroline Marquez (co-chair), Marie Kulesza (co-chair), Kevin Oliva, Chris Lee, Gil Gigliotti, Justine Gamache, Kyle Rodrigues (SGA Student), Elizabeth Wright, Phaire Barriteau, Larry Hall, Jacqueline Guzman, Mary Horan, Adina Elfant (Undergraduate Advising Director).

1. Meeting called to order at 12:32.
2. Approved minutes of the March 1, 2021. Motion by Gil, second Mary.
3. Caroline introduced new members to the committee: Adina Elfant, Director of Undergraduate Advising and Kyle Rodrigues, SGA Committee Representative
4. Discussion of potential virtual advising forum before the end of the spring 2021 term. Format would be similar to prior years but virtual. Panel discussion with panelists drawn from individuals in advising roles. Because of the virtual format, with have the ability to have breakout rooms for specific topics/questions. The event would be co-sponsored with SGA. Kyles to speak with SGA on this and report back.
5. Discussion the possibility of the SGA sending out a survey to students. Kyle to bring back to SGA President and will report back.
6. Marie reported the Advisor's Roles and Expectations for Academic Advising document in now posted in the CAA webpage.
7. Committee discussed the status of the dual advising. Caroline recapped the dual advising format and current status for new members of the committee. Suggested that a member of committee, preferably a member of faculty, approach the Provost for an update. Marie volunteered to ask faculty in the School of Business who are dual advising to share their experience and then follow-up with an email to the Provost. Gil and Adina stated they would be willing to assist.
8. Other advising matters discussed:
 - a. Caroline to make the necessary administrative steps to add Adina to the CAA.
 - b. Regarding faculty away message for students, Mary tried to have administration put out this directive out to all faculty but could not seem to get them to act on a directive. Mary on another committee that possibly could move on some messaging to students and faculty. Adina suggested faculty may be more receptive to the directive if the request came from the school dean.
 - c. Another suggestion was to have information on the virtual assistant "Kizer Guy". Perhaps pointing out tips and tricks students including directing students to videos on CAA webpage.
9. Meeting adjourned 1:11 pm.
10. Respectfully submitted, Marie Kulesza

Action Items:

Caroline Marquez to:

- Proceed with added Adina Elfant as a member of CAA.
- Proceed with steps to organize a virtual advising forum with SGA.

Marie Kulesza to:

- Inquire about the status of the dual advising initiative.

Mary Horan to:

- Continue working on the away message directive.

Kyle Rodrigues to:

- Speak with SGA President on the SGA's willing and bandwidth to co-sponsor a virtual advising form and distribution of advising survey to students.