

**Committee on Academic Advising**  
**April 27, 2023**  
**Agenda**

Approval of Minutes

- I. Co-Chair Updates
  - a. Senate Website Roster Updated
  - b. CAA Website
    - i. Send update requests to co-chairs

Old Business

- II. Advising Task Force Report Recommendations:
  - a. The Committee should devise an assessment tool based on desired outcomes of advising and annually consult all relevant parties.
  - b. Academic Affairs establishes a list of student groups that are given priority registration. We recommend that the Committee meet annually with Academic Affairs to review and revise priority registration.
  - c. The Committee should complete an Annual Review of the Dual Advising Model and report the findings to the Faculty Senate.
  - d. The task force encourages the Committee to regularly liaison with deans regarding advising.
  - e. The Committee should advocate for and oversee faculty training on academic advising.

New Business

- III. Dual Advising (Adina Elfant)
- IV. CAA Annual Report Draft
- V. Proposed 2023-2024 Meeting Dates – 8/31, 9/28, 10/26, 11/30, 1/25, 2/29, 3/28, 4/25
- VI. Committee Chair/Co-Chair 2023-2024

**Committee on Academic Advising**  
**April 27, 2023**  
**Minutes**

Attendance: Gena Givens, Allison Audet, Elizabeth Wright, Elizabeth Brewer, Amanda Greenwell, Brianna Kirk, Viktoria Savatrova, Sharon Cox, Inez Vera, Lauren Veronneau, Barry Westcott, Joanne Leon, Joshua Edson, Adina Elfant, Christina Higham

Meeting began at 12:30pm

**Approval of March 30, 2023 Minutes** – Motion from Barry Westcott and seconded by Viktoria Savtrova

### **Co-chair updates**

Senate page updated with 2022-2023 members.

### **Old Business**

Discussion of Provost's taskforce on academic advising final report. Specifically, CAA discussed the content and recommendations provided on pages 11-13. There was some concern about item A and the development of a new assessment tool without prior support for its implementation or use. Some also expressed hesitation to address priority registration given that this is under the purview of the Registrar and the Registrar's Office (Item B).

The Committee was in support of taskforce recommendations C, D & E. Barry Westcott made a motion to endorse c, d, e, with the exception that there should be cross-training between faculty and professional advisors. This motion was seconded by Joshua Edson. There was lengthy discussion. The motion passed unanimously. A resolution will be drafted and submitted to Faculty Senate.

There was request for an update on previous meeting discussions regarding PINs. Following the discussion there was a motion to add an item to old business regarding PINS for first-year or incoming transfer students. The discussion focused on students who were new and entering their first semester at CSSU. The concern was about registering for unnecessary or incorrect courses. A PIN would facilitate advising prior to registration. Lauren Veronneau proposed a motion that, effective immediately, all incoming first-year and transfer students must have a PIN to register for courses. This was seconded by Crissy Higham. There was lengthy discussion about the potential risks and benefits. The motion passed with 9 in favor and 1 opposed. A resolution will be drafted and submitted to Faculty Senate.

### **New Business**

The Committee was provided a copy of the 2022 – 2023 annual report. The report was approved by the Committee and submitted to Faculty Senate.

The meeting dates were provided for the 2023-2024 academic year given the bylaw requirements. 8/31, 9/28, 10/26, 11/30, 1/25, 2/29, 3/28, 4/25

Meeting concluded at 1:30pm