

Academic Advising Committee

October 4, 2016 Meeting Minutes

Present: Carrie Andreoletti, John Coleman (student), Cristina Higham, Mary Horan, Chet Labeledz, Mary Pat Bigley, Sadie Marjani, Matt Martin, Kate McGrath, Briana McGuckin, Kevin Oliva, Janice Reska, Heather Rodriguez, David Spector, Patrick Tucker (guest, Registrar)

1. Minutes from previous meeting approved.

2. Update on DegreeWorks – Patrick Tucker

- 7-8 trainings in past weeks; training to come in the next few weeks
- for now, we have CNS (for students matriculated before Fall 2015) and DegreeWorks; in 2-3 years we will have just DegreeWorks; can do a “What If” or “Look Ahead” analysis on pre-2015 students, just no DegreeWorks degree evaluation
- Main – Class history – with hyperlinks to prerequisites, course descriptions, open/closed seats (for ANY term that is online and not yet happened)
- “What If” tab – can run a change of major scenario and see where courses would apply/needs to be met
- “Look Ahead” tab – see what requirements will be filled by the courses to which a student intends to take, how DW applies them
- Requirements percentage bar measures by required checks, not by credits; don’t get hung up on what 93% complete means versus 95%, mostly about showing progress
- no need to “run” Degree Evaluations
- three checkbox states: green with check means requirement met with transcript, blue with tilde means requirement in-progress with current courses, and empty checkbox means the requirement has not been yet met
- “Fall-through” courses – credits earned that do not meet any requirements (low grade, requirement already met by something else, etc.) automatically relegated to the bottom; you can see that they are not counting for anything
- anticipating fewer manual adjustments for transfer courses meeting requirements
- “Notes” tab – Can add notes that are pre-written, as well as type additional messages; not a requirement to use notes, just useful to CACE, new advisors, etc.
- once the “save note” button is clicked it cannot be edited or deleted
- Need note guidelines/templates for the CoAA webpage
- “Find” tool – searches all students in DegreeWorks

- Planner tool (currently suppressed) – 8 semester plans using academic maps; deferring to each school on whether they want to use this, some schools are putting in templates; good for transfer students, can move items around; eventually coming, not required and not a registrar tool; committee members could play a part in working on this within their departments

3. We do not need a committee member from the Registrar, as Patrick Tucker is happy to come to meetings when questions arise.

- no Registrar solution for students mistakenly signing up for repeat courses or excessively repeating; a trailing rather than mitigating process

4. By-laws review pushed to next meeting.

5. Updating web presence for the AAC:

- Kate McGrath to start GoogleDoc so committee can collaborate on guidelines for notes in Degreeworks; subcommittee for this
- Plan to retake control of Advising for Registration Resources webpage/submit new materials to be published there in time for advising in Spring 2017

6. Want to collaborate with CTFD to do trainings on addressing gender/racial biases in advising/vocabulary used in letters of reference

7. Plan panel for with the advising office for the SGA; was done a few years ago and cleared up misconceptions surrounding advisors and advising