

Committee on Academic Advising  
March 15, 2011 Minutes

Attendance: Bigley, M.P.; Horan, M.; Poppe, K.; Doyle, C.; Pudlinski, C.; Oliva, K.; Pozorski, A.; Odesina, S.; Braverman, S.; Labeledz, C.; Nicoll-Senft, J.

Meeting called to order at 2:30 by M.P. Bigley

Meetings from February 15<sup>th</sup> approved.

Each school representative gave an update on the status of their school based center.

School of Business: Since this center has been up and running for years, activities are essentially the same. However, Sharon is focusing more on student internships and academic support.

School of Engineering & Technology: Is functioning in a temporary location and will probably move to their permanent location sometime in the summer. They have already met with Facilities about the remodel. They're staffed with 2 graduate assistants, student workers, tutors, and a career coordinator.

School of Arts and Sciences: Sufficient space has yet to be identified. Plans are in place to hire faculty for the upcoming two week advising period.

School of Education and Professional Studies: No progress has been made in confirming previously identified space. They piloted outreach advising activities to first semester sophomores in the fall and to second semester freshmen this spring. Participation has been light though those attending have been very satisfied.

Ken reported on the process for students to transition from CACE to other advisors. All students with declared majors and undeclared majors associated with SOB, SET, and SEPS were sent an email telling them that they would no longer be advised in CACE but in their major department. Undecided/undeclared and Undeclared (A&S) continue to be advised in CACE. The email also told students to be on the lookout for the message from the Registrar's Office regarding advising and registration.

Amy informed the group that all faculty can see their list of advisees on the faculty tab of Central Pipeline. Included for each student is a link to the student's email, the student's ID number, PIN number, Student Information, Holds, Test Scores, Transcript, and Degree Evaluation. She uses this to email her advisees and finds it very effective.

The group reviewed the Advising for Registration Resources page on the web. There appears to be duplication and links to things that were supposed to be taken down. Two of the pdf files were unavailable. Kevin and Mary Pat will follow up with Derek Pierce to make these corrections. Mary agreed to write up a General Education Updates document to post on the page. Mary Pat will ask Candace Barrington to roll out the page to the faculty.

There was a brief discussion of meetings for next year. The group agreed that meeting once a month should be sufficient. We will talk at the next meeting about changing the meeting time while considering the new time blocks.

Meeting adjourned at 3:55.

Respectfully submitted,  
Mary Pat Bigley