Committee on Academic Advising

October 17, 2017 Meeting Minutes

Present: Mary Pat Bigley, Justine Gamache, Jacqueline Guzman, Sylvia Halkin, Larry Hall, Mary Horan, Chet Labedz, Caroline Marquez, Briana McGuckin, Kevin Oliva, Heather Rodriguez, Brenda Zhou

 1. The purpose of past process-mapping had been to monitor the path of advising forms

and simplify it. TaskStream (which is being implemented slowly across campus) could

help with this.

2. Reviewed questions on academic advising survey from Spring 2012

 a. Simplify Question #5 (on registration “experience”)

 i. separate out what was done (e.g., registered at earliest time) from what

happened (e.g., course unavailable)

ii. student vs. advisor/faculty perception of “late” registration differs

 b. Add “N/A” option as appropriate so students are not forced to respond to items

that do not describe them

c. Parse data so as to differentiate between incoming and continuing students

d. Separate out Question #8 (on Degree Evaluation) errors; failure to grant

program credit for transfer credit vs. other errors

e. ACTION: For next meeting, review survey questions for possible changes,

additional questions to ask; Mary Pat Bigley will ask Yvonne Kirby about how

survey will be distributed.

 3. Some Academic Maps are out of date; DegreeWorks can run automated checks against

maps, but these are time-consuming to generate. Three different types exist, with no one

“official” format.

 a. Mary Pat Bigley will follow-up about possibly involving Glynis Fitzgerald in

assessing which departments’ academic maps are not current.

 4. President Toro is coming to the CAA meeting on December 12th, 2017. Topics for

discussion (to be prepared at the next CAA meeting, November 7th) will likely include:

 a. school-based advising centers

 b. changes in advising

 c. school-based services

5. Should add link for financial aid resources to the CAA webpage.

Respectfully submitted by Briana McGuckin