MINUTES – Committee On Academic Advising
October 8, 2013

PRESENT: Cohen, Poppe, Bigley, Horan, Moore, Hermes, Gigliotti, Baratta, Petterson, Hall, Oliva, Kirby, Mulrooney.

Chairman Cohen called the meeting to order at 12:15 PM.

1. The Minutes of the September 10 meeting were approved, amended to include Ken Poppe and Larry all in attendance.

2. Paul Petterson was elected as the regular secretary for the Committee.

3. Discussion of Integrated Content Management System for advising and other purposes (Yvonne Kirby).

- grows out of a need for accurate information across multiple databases.
- Automation of forms appears to be possible, along with automatic updates across different data sources.
- Example: a curriculum update should be able to populate all relevant database locations in this system.
- Projected cost is $50,000 initial and $10,000-12,000/year for software/maintenance.
- It was suggested that such a system could ideally route 1XX-4XX transfer courses automatically to the relevant chairs. There may be some challenge in doing this.
- The key to this system is that it would largely replace what is now a very labor intensive process; 6-12 people currently "handle" updating for each curriculum change, for example.
- There are a number of good choices which have already been "debugged" through extended use at other institutions.
- (Action Item) It was suggested that faculty should keep a "wish list" of advising software features during this semester's advising process.
- The accurate content provided by this type of system is key to fixing some regular advising issues.
- The Provost is very supportive of pursuing this initiative.
- (Action Item) It was suggested that we examine the impact of these systems in schools that have adapted them.
- Current transfer course banks review/can be done by chairs at any time.
- CMS archival ability should be able to account for older courses in General Education.

4. Committee Agenda For 2013-14 (Stephen Cohen):

A. Student member and contact with SGA. Discussion of proposed Advising Forum.

B. Develop "list" of best advising practices. What do you wish your students knew? Consult faculty and compile responses. What are your current advising practices? Send out request via Provost and Deans. There were concerns raised about being ask to do more and adding to administrative burden, but the hope is for a conversation.
C. Continue work on transfer advising process. What IS the standard process? Who should they see? What are the expectations beyond a PIN? Should attempt to disseminate current process documented in past Committee work.
D. Preparation for next NEASC visit: "thinking long term" for where we want to be in 3 years with advising practices.
E. Use of publicity (example: "advising best practices" email).

Tasks for November Meeting:

-Stephen Cohen will contact SGA re member and panel.
-Stephen Cohen will send out email soliciting best practices.
-Members should review CAA web site.
-Members should bring any transfer advising questions to the November meeting.

Meeting adjourned at 1:30 Pm.

Respectfully submitted,

Paul Petterson, Secretary.