**Committee on Academic Advising**

**Minutes of February 1, 2021 Meeting**

**12:30 p.m. – 1:30 p.m.**

**Present:** Caroline Marquez (co-chair), Marie Kulesza (co-chair), Kevin Oliva, Elizabeth Wright, Mary Horan, Jacqueline Guzman, C. Christopher Lee, Gilbert Gigliotti, Justine Gamache, Candace Barriteau Phaire, Lawrence Hall, Jillian Maynard

1. The meeting was called to order at 12:33 p.m. by Caroline Marquez, Co-chair.
2. Discussion on committee activities for the spring term. Decision to focus on updating the CAA website through removal, edit, and inclusion of advising resources for both students and advisors.
	1. Committee members suggested the addition of:
		1. Advisor Roles and Expectation for Academic Advising
		2. Technology tools to schedule advising appointments
		3. FAQ page for faculty (advisors) and students
		4. Instructional video links
3. Other Discussion on clearer communication of information to faculty, advisors, and students.
	1. Communication by advisors to students
		1. Directive to faculty to utilize away messaging – telephone and email
		2. Availability for advising outside the advising period
	2. University Communication
		1. Eliminate confusing wording on Registrar’s Office webpage
		2. Possibility of posting an advising announcement reminder on Blackboard
	3. Committee on Academic Advising
		1. Notification of available resources to advisors
4. Committee agreed that CAA webpage update should be completed by end of the spring semester. All members encouraged to submit best practices and other resources that could be valuable resources to faculty and advisors.

**Action Items:**

Caroline Marquez to:

* + contract Patrick Tucker to request changing the language on the Registrar’s webpage,
	+ reach out to Jen Nicolette of IDTRC to ask about the ability to add a banner on Blackboard to announce advising dates, and
	+ make IT request to add the instructional videos to the CAA resources page.

Marie Kulesza to:

* + draft “Advisor Roles and Expectation for Academic Advising” for committee member review.

Mary Horan to:

* + address at the next Council of Deans meeting the committee’s recommendation for the Provost to provide a directive to faculty to put away messages on the voicemail and email.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted, Marie Kulesza