Committee on Academic Advising
November 30, 2023
Minutes

Meeting began: 12:17PM

Attendance: Gena Givens, Eric Leonidas, Parul Khurana, Monica Rivera, Viktoria Savatrova, Cristina Higham, Steven Block, Elizabeth Austin, Larry Hall, Inez Vera, Lauren Veronneau

Approval of Minutes – October 26, 2023 - Motion to approve by Eric Leonidas, seconded by Viktoria Savatrova

I. Co-Chair Updates
   a. 2023-2024 Remaining Meeting Dates – 1/25, 2/29, 3/28, 4/25
   b. Faculty Advisor Training CLASS 10-27 slides and recording
   c. CAA – membership and focus
      i. Sharon Cox has resigned from committee
      ii. Focus of our committee is on undergraduate academic advising, not graduate

Old Business
I. Subcommittees Updates:
   a. Annual Review of the Dual Advising Model and report the findings to the Faculty Senate.
   b. Develop ways to regularly liaison with deans regarding advising.
      i. Designate a liaison from the committee to the Dean's Office/vice versa

   c. Cross-training for faculty and professional advisors on academic advising.

II. Website Updates:
   a. https://www.ccsu.edu/caa

   o Request has been made to update the website – link to the Undergraduate Advising page
   o Request to add link for bylaws/annual report
   o Request to update advising resources links
      ▪ Shift the "how to look up assigned advisor" and "How to run a degree evaluation" to be more from the focus of the Academic Advisor perspective rather than the student perspective
   o Request to remove some links "Teacher Ed Prof Program Requirements"
      ▪ Led to conversation about where should all of this information be housed? Do people go to CAA website for advising resources in general?

How do we train? How do we help colleagues find the information they need?

- o Overall we need to decide on what links/resources we would like to have on the CAA page

New Business

I. Priority Registration
   a. Matthew Bielawa (Registrar's Office) maintains the list

II. Academic Advising challenges from Fall 2023
   a. Opportunity for feedback/suggestions/Committee direction for Spring 2024

III. Priority Registration PINS vote for choice 1-3 in January
   a. Send PINS to department chairs prior to advising to include student name, ID, major, PIN, and primary advisor.
   b. Send PINS to primary advisor prior to advising.
   c. PINS can be listed on WEB Central for professional and faculty advisors under the advisees' tab prior to registration.

IV. Math/Writing placement testing issues
   a. Writing department working on getting new sections open of WRT 100, 105/105P and 110.
   b. No updates from math department

Meeting ended: 1:10PM