

Academic Advising Committee

April 7, 2016 Meeting Minutes

Present: Carrie Andreoletti (PSYCH), Kate McGrath (HIS), David Spector (BIO), Janice Reska (CACE), Mary Horan (CLASS), Mary Pat Bigley (SEPS)

Meeting called to order at 1:50 pm

- Carrie Andreoletti volunteered to take minutes.
- March minutes were approved with changes to attendance. Mary Horan and David Spector should be added, Carrie Andreoletti removed. Other folks on the list could not be confirmed.
- We reviewed Jan's report on the "Good Advising Practices"
 - Carrie volunteered to send around an advising checklist created by Jerry Jarrett (Biology) and Marianne Fallon (Psych Science) that could be used and modified as desired by other departments.
- The remainder of the time was spent discussing/reviewing items for the DegreeWorks drop down menu. We did not have time to order or prioritize the items, but agreed on the following list.
 - Student did not attend scheduled advising appointment.
 - Student and advisor discussed student's career plans.
 - Student was advised to apply for graduation by the official deadline.
 - Discussed implications of withdrawing from course(s).
 - Discussed repeat policy.
 - Discussed academic standing and factors that contributed to current GPA.
 - Discussed progress with General Education Requirements.
 - Advised student to confirm completion of foreign language proficiency requirement.
 - Advised student to confirm that all transfer credits appear on transcript.
 - Adjusted student's course schedule.
 - Discussed major selection and/or assistance available to help student choose a major.
 - Encouraged student to declare a minor.
 - Discussed process for gaining admission to the major/professional school.
 - Encouraged student to apply to professional program by the official deadline.
 - Encouraged student to complete tests/certifications/licensure required for major or career.
 - Discussed student's course schedule for the upcoming semester(s).
 - Discussed summer/winter course options.
 - Reviewed student's DegreeWorks worksheet and progress toward completion.
 - Referred student to Financial Aid.
 - Encouraged student to pursue available scholarships.
 - Referred student to Registrar.
 - Referred student to Learning Center.
 - Referred student to school based Advising Center.
 - Referred student to other (specify in notes).
 - Encouraged student to explore experiential learning.
 - Encouraged student to explore course or study abroad.
 - Encouraged student to pursue extra curricular activities.
 - Advised student to register for courses listed on the planner.

- We were unsure about this last one as “planner” still needs to be clearly defined. To begin, the default may be academic maps for each major.
- Additional questions/comments as a result of our discussion:
 - Mary thought there would be a benefit for students to see progress toward degree completion in terms of both % credits and % courses.
 - Will every major have a default 4-year plan/template?
 - Can registration day/time be posted for each student on DegreeWorks?
 - Are stats recorded on the drop down menu items so we can see which items are useful and which are not?
 - How easy will it be to revise drop down menu moving forward? What is the mechanism for doing so?
- We ran out to time to discuss the notes feature.
- Meeting adjourned at 3:05 pm

Respectfully submitted by Carrie Andreoletti