

Committee on Academic Advising
Minutes
February 28, 2012

Present: J. Bishop, M. Horan, K. Poppe, Y. Kirby, K. Oliva, K. Tracey, C. Labeledz, K. Larsen, J. Owen, MP Bigley

- I. Advising Survey: MP Bigley introduced a draft of the proposed academic advising survey from the subcommittee, explaining that the purpose of the survey is to get student feed-back for process-mapping. Secondary purpose is to gather data to respond to NEASC report.
 - Feedback was mixed, mostly positive but some thought it was too long and intro is misleading to students.
 - K. Tracey offered a different, simpler format, some of which was adopted.
 - C. Labeledz will make suggested edits and K. Tracey will put it up on SurveyMonkey . The new version will be sent to committee members.
 - J. Owen will test it out on some students and get their feedback.
 - MP Bigley has not had a response from Matt Bielawa in the Registrar's Office about distribution of the survey but will continue to pursue his support.
 - MP Bigley will talk to C. Lovitt about small incentives for students to participate (\$10 gift cards to Dunkin Donuts or Starbucks, Bookstore gift cards, Sodexo gift cards)
- II. MP Bigley will invite Provost Lovitt to a meeting
- III. C. Labeledz reported that he will be sending forward a new interview protocol since we've moved into the left-hand column interviewees.
- IV. There was a discussion about student advising records.
 - Should student advising files be transferred from one advisor to another when advisors change?
 - There are many advantages to this but there was concern about a potential loss of confidentiality.
 - Should such files be transferred electronically or by paper?
 - Could electronic files be created in Banner?
 - K. Oliva reported that there is another group on campus already working with IT on the issue of electronic student advising files. He will get back to us on this with more information

Respectfully submitted,
Mary Pat Bigley