

Committee on Academic Advising

September 27, 2018 Meeting Minutes

Present: Jan Bishop, John Carpa (SGA representative), Justine Gamache, Jacqueline Guzman, Mary Horan, Sarah LoGiudice (Dean's Appointee for School of Ed.), Sadie Marjani, Briana McGuckin, Kevin Oliva, Jason Sikorsky, Bin (Brenda) Zhou

1. Briana McGuckin re-elected as committee secretary.
2. Justine Gamache and Kevin Oliva elected as committee co-chairs.
3. Discussed advising survey; need to follow up with Yvonne Kirby about distribution.
4. Upcoming goals include administering the advising survey, updating the by-laws, and voting on a new chair at the end of the semester (to better prepare for the new semester of meetings)
5. The Center for Teaching & Development is instituting an advising award; the CAA would like to discuss the opportunity for the committee to be involved with Glynis Fitzgerald
6. Discussed pamphlet for helping students in distress
7. Open Forum for Advising
 - a. John (SGA representative) will present the idea to the SGA
 - b. SGA would run the event, with advisors staffing a panel
 - c. Proposed time is 11 a.m. – 3 p.m., on a date when a room on the 1st floor of the Student Center is available
 - d. SGA will determine tentative location and date
8. Discussed contentions and concerns surrounding advising assessment (especially for faculty); one suggestion for assessment was that evaluations could simply specify the department by which a student was advised, and prompt follow-up with the student.
 - a. Could set up meetings with faculty departments on advising best practices, including:
 - i. Defining advising (course selections? Revising/editing?)
 - ii. NSSE survey data, respondent characteristics
 1. Sadie Marjani will finalize and send out the pamphlet for advisors
 2. We could add a “training activity/tips and tricks,” e.g., “If student is W/has X, show them Y/ask Z.”
9. Suggestion to survey faculty advisors about what they need.

Respectfully submitted by Briana McGuckin