

Committee on Academic Advising

Meeting Minutes

September 16, 2014

Present:

Mary Pat Bigley, Jan Bishop, Tony Carberry, Stephen Cohen, Cheryl Crespi, Justine Gamache, Kathy Hermes, Crissy Higham, Mary Horan, Yvonne Kirby, Ned Moore, Kevin Oliva, Paul Petterson, Ken Poppe, Karen Santoro

Announcements

Steve Cohen announced that he will be unable to continue as chair of the CAA and asked for nominations.

Election of Officers

Ned Moore was elected as **Chair/President**

Justine Gamache was elected as **Secretary**

Unfinished Business

- **Academic Advising Award.** Kathy Hermes gave an update on the proposed award. Kathy indicated that although we have secured funding for the award, advising is not part of the contract and therefore would like a hiatus on the decision of the award process.
- **Advising Software**
 - **DegreeWorks** – The BOR is probably purchasing Degree Works. The committee feels that advisors should drive the advising process rather than let the software design the advising process. What do we really need and what do we want? What information is necessary for advising? The committee will work on a '**Best Practices**' list for academic advising.
 - **Best Practices** – Mary Pat recommended that the Best Practices document should include advising for freshmen, transfers, continuing students, and change of major students.
 - There may be two groups at the BOR addressing software needs. One group is considering DegreeWorks and one is considering Starfish. There does not appear to be collaboration between these two groups.

- ECSU and SCSU have already purchased advising software, exclusive of the BOR purchase. SCSU is using Education Advisory Board (EAB) software
- Yvonne indicated that the gaps left by DegreeWorks can be filled by something that other institutions are using (Starfish? or other). We should research what is available, but we cannot reach out directly to companies.
- Request for Proposal (RFP) for advising software must be written by the end of this year.
- The Student Success Team (SST) is partnering with CAA as we search for the most appropriate software package and as we implement the program.
- **Advising Software Needs** - What are we looking for in an advising software?
 - There was discussion on the ability of capturing advising notes. Also, will the student be able to see the notes
 - Members would also like the idea of an app (like Netflix) to profile a students' academic choices/behaviors/skills/preferences. The app may make course recommendations based on previous choices. Perhaps to include an option to select specific teaching styles.

New Business

- **BOR** - A recommendation was made to contact the BOR regarding their advising committees. Who is on their committees and what are they working on? The group would like the CAA and/or SST to be included in the conversation in some capacity.
- The BOR has requested substantial funding to invest in advising across the system. Will all the funding go to the Community Colleges? Will they hire more professional advisors or will there be something offered to faculty advisors? Can we request funds? What are our staffing needs? What are current faculty advising caseloads? What are the average advising caseloads system-wide? Yvonne will request load data from Registrar Load equity should be included in the Advising Best Practices document.
- **Pre-Advising Forum** - Steve reminded the members that now is the time to schedule another **pre-advising forum** with the SGA. Yvonne will be meeting with the SGA on Thursday and will discuss the **pre-advising forum** at that time.

Next meeting is scheduled for October 14th.

Adjournment

Minutes submitted by: Justine Gamache