

Academic Advising Committee

February 11, 2016 Meeting Minutes

Present: Carrie Andreoletti (PYCH), Jan Bishop (PEHP), Stephen Cohen (ENG), Cheryl Crespi (Acc, SOB), Crissy, Higham (SOB), Kate McGrath (HIS), Marten, Matthew (PEHP). Guests: Sarah LoGiudice (SEPS), Stella Bianco (SEPS)

- Meeting called to order at 1:45 pm
- S. Cohen made an announcement that Professor Lee Einhorn, Coordinator of the Writing Placement Exam, will be holding an information session to inform and answer questions about the Writing Exam. The session will be held in early March, keep an eye out for the details.
- Minutes from last meeting were reviewed and approved.
- J. Bishop had some follow-up information from the last meeting to report. P. Tucker (Registrar) has requested that Degree Works be built to “flag” students who had not yet declared a minor.
- It was questioned whether Hyperion reports for Transfer Credit Evaluations will still be available/necessary after the implementation of Degree Works. J. Bishop can ask P. Tucker.
- It was recommended by a committee member that each Department Chairperson review the courses from all of the Connecticut State Colleges & Universities (CSCU) to update the Transfer Credit Equivalency Guide (TCEG) online tool.
- It was noted that advisors would still want the older information to be available in the TCEG.
- There was discussion in regards to how students are alerted about the policy regarding repeating a course more than once (as of now, they receive a warning message in WebCentral but they are still allowed to re-register for the course). P. Tucker explained to J. Bishop that the warning message students receive is “non-fatal.” It seems it would be difficult to make this a “fatal” message which would prevent students from registering. It was recommended to use stronger language in the warning message which may deter students or at least cause them to call the department so that someone can have a conversation with the student in regards to their difficulties with the course.
- S. LoGiudice and S. Bianco (standing in for M. P. Bigley) brought in examples of what other universities use in as their pre-programmed “advising notes.” The group looked at the following example:
 - http://www.gcsu.edu/sites/files/page-assets/node-746/attachments/degreeworks_advising_notes.pdf
- S. LoGiudice and S. Bianco shared a report that may be useful for the group responsible for creating a “Do’s and Don’ts List” for advising notes
 - https://www.umassd.edu/media/umassdartmouth/academicadvising/pdfs/Campus_Wi_de_Student_Notes_System.pdf
- J. Bishop passed around the “Good Ideas for Advising” notes for committee review.
 - It was recommended that #8 be re-worded since many faculty advisors do not have time to run and print Degree Evaluations before advising meetings.
- J. Bishop said the Degree Works group work would be the first priority at the next meeting. She may invite P. Tucker to the next meeting.
- Meeting was called to order at 2:59 pm