

Committee on Academic Advising  
October 5, 2010

Attendance: Gary Patino (School of Business); Doyle, Chris (English); Horan, Mary (Arts and Sciences); Larsen, Kristen (Physics); Nicoll-Senft, Joan (Special Ed); Oliva, Kevin (CenterForStudentAthletes); Petterson, Paul (Political Sci); Poppe, Ken (CACE); Odesina, Segun (SET); Bigley, MP (SEPS); Hall, Larry (Admissions); Pudlinski, Chris (FYE)

Meeting called to order at 2:30 by Mary Pat Bigley

Minutes of September 21, 2010 (approved)

Old Business:

The committee looked at what has been posted on the Blackboard page and what additions and edits were needed.

1. WEB LINKS

- a. Beloit College Mindset List
- b. Honors Program Gen Ed (should this be under documents?)
- c. *Add Curriculum Sheets*
- d. *Add Transfer Equivalency link*

2. DOCUMENTS

- a. Academic Advisor's Quick Reference Guide (should we rename it to "Troubleshooting Guide?"
  - i. Include links to Study and Skill Areas mentioned
- b. Registration Help for Students
  - i. Include links
- c. Helpful Online Resources for First Year Students

3. FAQs and ANSWERS (nothing here currently)

- a. *Add*
  - i. *Where can I find a student's PIN number if it's not on my list?*
  - ii. *When do students with XX credits register?*
  - iii. *How can I find a student's Transfer Credit Evaluation?*
  - iv. *How can I tell if a course has been formally substituted for another course?*
  - v. *How does a student declare a minor or a concentration?*
  - vi. *How can I find out the details of a student's holds(s)?*
  - vii. *How does a student go about getting a substitution or exception in general education?*

There was discussion about ways to introduce this advising resource to the faculty. Ideas included:

- Make a short presentation in Faculty Senate
- Have Carl send a note to faculty using Mark McLaughlin's list of Academic Departments
  - Ask faculty to send us ideas for new FAQs that come up during the advising period

A subcommittee was formed to edit and organize the blackboard page; K. Poppe, K. Oliva, M. Horan, O. Odesina, MP Bigley

New Business:

The committee began a discussion about the school-based centers. It was determined that the SET has designated space and money for furniture ready to go when the Learning Center moves to Willard. Space has been suggested for SEPS and A&S but seems to be at a standstill. The committee needs to make a budget proposal to UPBC. We'll look at this next time.

Potential roles of the school-based centers:

- Intake of new transfer students

- Providing career related activities for majors within the school
- Providing access to internships for majors within the school
- Building relationships with alumni
- Tutoring

Meeting adjourned 3:55

Next meeting – October 19<sup>th</sup> 2:30-4:00 pm.... (HB 222)

Respectfully submitted,  
Mary Pat Bigley  
Chair