

COMMITTEE ON ACADEMIC Advising – Minutes
February 11, 2014

PRESENT: K. Poppe, G. Gigliotti, L. Minor, C. Baratta, J. Gamache, M. Bigley, Y. Kirby, L. Hall, S. Cohen, K. Hermes, P. Petterson.

Chair Cohen called the meeting to order at 12:17 PM.

The January minutes were approved. It was suggested to highlight Committee actions in the minutes for quick compiling of data for future NEASC reports.

UPDATES

- The advising Forum does not have a firm date yet, but the SGA does want to hold it.
- Advising suggestions will be solicited by S. Cohen at the next A+S chairs meeting.
- Excellence In Advising Award – goal for this semester will be to establish a process for an actual award in 2014-15. Award models from other institutions (ex: Southern) will also be explored.
- S. Cohen will follow up on transfer advising plans this month.

REVIEW OF CAA WEB SITE

- No student appointee to CAA/follow up.
- Reevaluate Goals and Objectives Of Advising list.
- Develop 4-5 Q survey for advisees.
- Usefulness of Bluetrack process. Who can use and how? Add to Chair training?
- Smartcatalog software will address e-forms issue.
- Are advisor lists accurate? Need for monitoring.
- Advising + Registration Resources page: add CACE, School Based Centers links; edit page name; page can be used in advising referresher session or in training of new faculty advisors.
- NOTE: our software allows for a faculty advisor to email all their advisees. This ability should be widely publicized.
- Reviewed list of Curriculum Sheets, Curriculum Maps. Some departments still missing some.
- Catalog link needs to be updated to 2013-14 catalog.
- Should have a link to CIE.
- Chairs should also review the ARR page for suggestions.

Meeting adjourned at 1:30 PM.

Respectfully submitted,

Paul Petterson, Secretary