

**Committee on Academic Advising
Minutes of March 1, 2021 Meeting
12:30 p.m. – 1:30 p.m.**

Present: Caroline Marquez (co-chair), Marie Kulesza (co-chair), Elizabeth Wright, Mary Horan, Jacqueline Guzman, C. Christopher Lee, Gilbert Gigliotti, Justine Gamache, Candace Barriteau Phaire, Lawrence Hall, Jillian Maynard

1. The meeting was called to order at 12:30 p.m. by Caroline Marquez, Co-chair.
2. Approved minutes of February 1, 2021. Motion by Gil, second Mary.
3. Caroline provided updated on request for alternative wording on the Registrar's Office webpage related to advising schedule. Registrar will discuss with his time and get back to the committee. No response yet. Larry will try to put this on the agenda for the next Enrollment Management Committee meeting.

CAA website updated including link to instructor video.

Jean Nicolette of IDTRC informed that there is limited space on Blackboard but could be a banner for advising for a limited time. Will request this be done during advising period.

4. Mary Horan reported that she was unable to add the Directive to Faculty to the last Council of Deans' agenda. Is on the agenda for the next meeting.
5. Reviewed and made edits to the draft of "Advisor's Roles and Expectations for Academic Advising". Final document will be uploaded to the CAA website.
6. Discussion on anticipated admission procedures changes and test optional admission. Larry informed that the upcoming meeting was canceled. Also, placement testing final language to be completed by the end of the week.
7. Other advising concerns. Committee agreed that we should collect data on the merits of online advising versus in person advising during the pandemic. Discussion on from whom to collect the data and how to collect the data. Resolved that the request would be made to SGA to send out survey on student preference to advising (online or in person). Committee to seek SGA representative on the CAA.

Action Items:

Caroline Marquez to:

- Reach to SGA to request an SGA representative to be part of the CAA and their bandwidth and willingness to distribute advising survey to students.
- Design survey on advising preference of students.

Marie Kulesza to:

- Incorporate edits to draft of “Advisor Roles and Responsibilities” and upload to CAA website.

Mary Horan to:

- address at the next Council of Deans meeting the committee’s recommendation for the Provost to provide a directive to faculty to put away messages on the voicemail and email.

Larry Hall to:

- request addition to Enrollment Management Committee agenda the changing of language on the Registrar’s webpage.

The meeting was adjourned at 1:10 p.m.

Respectfully submitted, Marie Kulesza