

Committee on Academic Advising

Meeting Minutes

December 9, 2014

Present: Mary Pat Bigley, Cheryl Crespi, Justine Gamache, Mary Horan, Yvonne Kirby, Ned Moore, Kevin Oliva, Janice Reska...

Called to Order - 12:19PM

November 2014 meeting minutes unanimously approved

- Ken Poppe from the Center for Advising and Career Exploration has selected Janice Reska as the CACE representative on this committee. Welcome Janice!
- DegreeWorks Demonstration – Mary Pat Bigley, Justine Gamache, Yvonne Kirby, and Kevin Oliva attended the demonstration
 - Those that attended the DegreeWorks Demonstration agree that it has great potential in students advising and record keeping for the advising appointments.
 - The degree evaluation is laid out in a semester-by-semester format – much easier for the student to follow. There are alternate view options for faculty/staff, including ‘missing courses’ view.
 - IT said that the program will be implemented by module. The Degree Audit module will probably go first. Full implementation will take approximately 2 years.
 - DegreeWorks has already updated their program to include new options that would be beneficial – especially the ability to capture course prerequisite requirements. Kevin Oliva pointed out that DW staff seem especially helpful and willing to work with us and our needs.
 - This may also help us with enrollment management. Departments can better estimate how many seats they may need in certain courses.
 - Yvonne pointed out that now is the time to clean up our data. We don’t have to wait for the contract to be signed to start working.
 - We’ve discussed the need for more accurate and complete transfer banks. For instance, don’t change a single student’s transfer evaluation. Instead, change the database for all future students.

- Early Alert – this is still the missing piece. The Student Success Committee is working on this, Meg Leake and Ray Hernandez are taking the lead. If all goes well, an Early Alert program can be selected by March. But, getting final approval and sign-off by the attorney general’s office may take an extended period of time.
- Advising load – we have no accurate way of establishing what the advising load is as the Banner data is not accurate. There is no simple way to calculate these numbers.
- Best Practices – The next step for this committee is to try to establish some guidelines/ best practices for student advising.
 - In the past, we’ve tried to get some feedback on best practices, but only 2 or 3 advisors responded.
 - Janice referred to a survey done by Doug Engwall in 1996. It may not be what we are looking for, but it could lead to some best practices. What are the types of things advisors should be doing in their advising sessions?
 - NACADA is a good resource for advising information.
 - How do we pass information from one advisor to the next? Who shares information? Currently, it seems that only the pre-Social Work majors have an advising file that follows them from freshmen through to graduation. BlueTrack is an option for tracking which offices a student has visited – although not everyone uses BlueTrack. We should also consider Best Practices for data entered in BlueTrack (or DegreeWorks). What to include and what is inappropriate.
 - All of the incoming freshmen start with an online preregistration form. CACE keeps them for 6 months to a year. The advisors in CACE use these to track changes in major for the students. Students that make multiple and unrelated changes in their major can be a red flag. It would be helpful if the CACE preregistration form was available to the advisors that work with students after they leave CACE.
 - Mary Horan recommends that you ask open ended questions when meeting with students.
 - Where do we go from here? Ned will create a wiki module in Blackboard for the committee. We can post a document that everyone can edit over the break.

Adjournment 1:07PM

Minutes submitted by: Justine Gamache