

## Minutes - Committee on Academic Advising

November 11, 2013

Present: Cohen, Horan, Baratta, Moore, Santoro, Poppe, Gamache, Hall, Bigley, Hermes, Gigliotti, Oliva

Chairman Cohen called the meeting to order at 12:15PM

1. The Minutes of October 8 meeting were approved.
2. S. Cohen thanked those who participated in the Advising Forum sponsored by SGA. The consensus was that it went well and should be repeated and made a regular event prior to registration period. More outreach and advertising to students was recommended.
3. S. Cohen reported on the Advising Tips Initiative. An email soliciting best practices and "two things you want students to know" will be re-sent after advising period. Responses will be shared and posted.
4. Follow-up on Excellence in Advising Award- S. Cohen noted that SCSU is presenting an advising award with successful results. The group consensus was to proceed and an exploration committee comprised of Gigliotti, Bigley and Hermes was formed.
5. Discussion on Transfer Advising Process
  - S. Cohen spoke with Larry, Patrick and Myrna who all do a good job but still no good system for making sure that all transfer students get their credits assessed on the way in the door.
  - School-based centers are combining initial Transfer Credit Assessment with Transfer Advising. S. Cohen asked if there is a way to make it mandatory.
  - L. Hall noted that the biggest problem in past was that there was no one here to advise during Christmas and summer; school-based centers are addressing this problem. Some progress has been made but we must look for evidence of improvement as we go forward.
  - L. Hall noted that we see more transcripts from a wide range of schools. S. Cohen agrees that a big part of the problem is courses not in the database.
  - MP. Bigley suggested we consider the graduate school model in which everyone reviews graduate transfer credit and a planned program on-line.
  - Advisor Training is mentioned as a bigger problem. School-based centers could assist with this. G. Gigliotti suggested conducting a chairs' workshop as the chair of each department is the point person for Transfer Credit evaluation.

-MP. Bigley suggested sharing the old list of 1XX courses which are articulated to count toward general education.

-K. Hermes asked if all courses from Community Colleges have been looked at and articulated. L. Hall responded that curriculum changes are on-going and difficult to keep up with in real time. He noted that Admissions is on board to help with improving Transfer Advising and cleaning up every aspect of the process. Admissions and Registrar are working collaboratively to make things better and moving in the right direction.

-K. Hermes suggested that every department review ConnSCU Departments and decide what matches.

-MP. Bigley suggested having CCSU host lunch meetings to discuss course equivalencies between us and Community Colleges.

-L.Hall commented that we are not adhering to old policy about requiring one year lead time to notify community college of curriculum change. He will share with committee some older documents with important policies that might help current initiatives

S. Cohen Summarizes discussion:

1. Better training for Chair and/or Advisors
2. Transfer Bank as accurate as possible
3. Missing step- how/when can we get unevaluated courses evaluated?
4. How can we make Transfer Advising mandatory?
5. Positive step- keep PINS on longer
6. Next fall, all schools will have Transfer Advising sessions
7. First step to inform chairs and departments not to give out PIN # unless student has attended Transfer Advising session.

Topics for next meeting: Advising web site and 3-year planning.

Homework: please review CAA web site and come with ideas and suggestions.

Meeting adjourned at 1:15pm.

Respectfully submitted,

Mary Horan