

## Committee on Academic Advising Minutes

11/29/2018

Present: Jan Bishop, John Carpa (SGA Representative), Justine Gamache, Jacqueline Guzman, Sylvia Halkin, Larry Hall, Sarah LoGiudice, Sadie Marjani, Briana McGuckin, Kevin Oliva, John Tully, Jason Sikorski, Bin Zhou

1. Review and approval of the October 25, 2018 meeting minutes, with changes to membership of newly-created sub-committees
2. Discussed advising Open Forum event taking place December 4<sup>th</sup>
  - a. Date and location are set, “swag” purchased, food ordered.
  - b. Schedule of participating members and times that they are attending will be posted in the dorms.
  - c. SGA will facilitate the prize-drawing, and advisors will hand over prizes.
  - d. Bookstore may donate a raffle prize.
  - e. John Carpa’s update on food/drink: Shoestring does not provide 5-gallon containers for beverages, or transport the food.
    - i. History Department has a cart that may be used for transporting food.
    - ii. Jan Bishop can donate 1-2 drink containers to be used
    - iii. Ask the Athletics Department about more containers.
    - iv. Follow-up as to whether Shoestring provides beverage cups.
3. Co-chairs will contact Provost Dauwalder, inviting him to the CAA’s first Spring meeting to discuss plans for advising at CCSU (or, to determine whether he should come to the December meeting, if changes are already underway).
4. Following the advising Open Forum event, a Google document should be created sharing the summary of responses (issues, suggestions, etc.)
  - a. Others could be invited to add advising practices to this document
5. Reviewed CAA definition of academic advising (2007)
  - a. Advising could be adjusted to include guidance on future goals (e.g., getting a job, applying to graduate programs, formatting a resume/C.V.)
  - b. Considerations on disabilities come through the Student Disabilities office, because advisors do not get that information.
    - i. Advising checklist could include item asking student whether they would like to disclose a disability.

Respectfully submitted by Briana McGuckin