

Committee on Academic Advising

November 1, 2016 Meeting Minutes

Present: Carrie Andreoletti, Donna DeCarlo, Justine Gamache, Cristina Higham, Mary Horan, Chet Labeledz, Mary Pat Bigley, Sadie Marjani, Briana McGuckin, Kevin Oliva, Heather Rodriguez, Paul J. Rossitto, David Spector, Patrick Tucker (guest, Registrar)

1. Introductions
2. Minutes from previous meeting approved, with the exception of the action item to create a subcommittee for updating guidelines for advising notes – not necessary
3. DegreeWorks update from Patrick Tucker – still more trainings to come, no major issues so far; global changes to DW still possible, waiting on TAP (transfer program); Patrick may ask us to help him to gather departmental feedback on DW
 - a. ACTION: Patrick Tucker would follow up on how many times notes are being used overall
4. Updating the Website – Link for “Academic Advising, Committee on”
 - a. Take info from the Senate page, and from “Advising for Registration Resources” – strike “Beloit College Mindset List”
 - b. Main body of the landing page – describe who we are, what we do
 - c. Menu items (and submenu items) examples, rough: Committee (Agendas, Minutes, Bylaws – which links to the Faculty Senate page), Faculty (curriculum sheets, who to contact, resources, etc.), Students (curriculum sheets, who to contact, resources, FAQ, English/math placement, etc.)
 - d. ACTION: Carrie Andreoletti will meet with Derek Pierce to draft website framework to view by next meeting
5. CCSU Website overall
 - a. We should have an “Advising for New Students” box on the CCSU website, which branches off to the different schools
 - b. ACTION: Mary Pat Bigley will draft this
6. Reviewed “Guidelines for DegreeWorks Notes”
 - a. Suggestion that instead of Guidelines, switching to “How to Make the Most of DegreeWorks,” explaining that a typical student will have multiple advisors and, thus, some transfer of pertinent info is helpful; include a link to the “Advisor’s Guide” on the Registrar’s page
 - b. This document may not be our highest priority.

Respectfully submitted by Briana McGuckin