

***Committee on Academic Advising***

***Meeting Minutes*** December 3,

2015

Present: Carrie Andreoletti, Mary Pat Bigley, Jan Bishop, Donna DeCarlo, Justine Gamache, Crissy Higham, Mary Horan, Yvonne Kirby, Matt Martin, Kate McGrath, Kevin Oliva, Paul Petterson, Janice Reska, David Spector,

Called to Order - 1:41PM

- The senate bylaws indicate that we meet on the first and third Tuesday of every month from 2:30-4:00
  - Mary Pat – shared with us that when the CAA was formed, twice a month was necessary because they had a lot to accomplish. We probably don't need twice a month any longer.
  - The group decided to leave it at 2 meetings a month, but we can probably skip the second meeting unless we find that we need it.
  - Tuesday @ 2:30 and Thursdays @ 1:40 seem to work well for most. Jan B. will review her schedule and get back to us with the time of our meetings
- Non-Matriculated Students (PTN) - How should advising occur for PTN students?
  - David S. has been working with students that are not matriculated – some never applied, some have been academically dismissed. He worries about what services are available to them. Is counseling available? He thinks a disproportionate amount of early alerts are for these PTN students. He has a PTN student that had unsuccessfully repeated the same course 3 or 4 times when she took it with me. She is currently registered for the same course for maybe the 7<sup>th</sup> time.
  - Janice R. – CACE sees a good number of PTN students. Most of these students are trying to get into CCSU, but have been denied admissions. The Office of Admissions refers these students to CACE for advising. We recommend Gen Eds – they are pretty straight forward. We also see some that have been academically dismissed and are trying to get back in – those are much more challenging. They can have many credits and because they register after everyone else, there are limited courses they can get into.
  - Technically, PTNs can only take up to 30 credits at which point they must matriculate (if eligible). However, it seems that this policy has not been consistently enforced.
  - Our repeat policy allows students to repeat a course once. The student must get permission by the chair of department offering the course to repeat more than once. Is someone signing off on the retakes or is the Registrar's Office registering the student without the permission. There is an error/message in Banner indicating that a course is a repeat when staff registers the student.
  - Janice R. worked with a student recently that had a spotty transcript. She spoke with the student about his academic struggles and learned that he had family problems have affected his grades. He was unaware of his options when he encountered these difficulties. She coached him on all options, including fresh start, retro withdrawals, etc. However, there is concern that less experienced advisors in CACE may not know about these options or take the time to dig a little deeper with the students.
  - Justine – I'm not sure we can absorb the responsibility of offering all services to PTN students. There are ramifications for being academically dismissed. As a dismissed PTN, you are no longer a degree seeking

student at CCSU. It is an ethical issue – how long do we allow them to spend money on the tuition if they are under the false impression that they will earn a degree. This is a different population than ‘Continuing Ed’ type students.

- Carrie A. – I sometime refer students to Lila Coddington. She is grant-funded. She may be an alternative. Lila works out of Counselor Education & Family Therapy. She provides services to all – mental health and substance abuse issues. She is a helpful resource.
- We all agree that we wouldn’t turn anyone away regardless of status.
- Jan B. – is there any information available to them? Maybe there could be website with information specific to non-matriculated students. How being PTN affects them. No insurance, etc. Mary Pat found some information on the Registrar’s website.
- Kevin O. – A website is a good idea. FAQs, how the process works. If they come in and take a few courses and have a good experience, they may become eligible to apply or choose to apply. It could be a good opportunity for all. Those working with the PTNs perhaps could provide a fact sheet when they meet with the students. Jan B. will reach out to the Registrar’s Office to see what they do with PTN students – any additional services beyond just registering the students for a class.
- We must separate the PTNs in to different categories. For example, the PTNs that applied but where denied admissions are referred to CACE by the Office of Admissions. However, they can just go to the Registrar and register for any course that has no restrictions without first seeing an advisor.

- **Discussion of November 2015 meeting minutes**

- DegreeWorks from last meeting – will it flag students that need a minor, but haven’t declared one? Verify with Patrick if that will be an option or just on our wish list.
- David S. would like access to the full transfer credit evaluation so he can see what a course was at the previous institution and not just how it transferred. He would also like to see previous grades – sometimes he needs this when writing recommendations for students.

- **November 2015 meeting minutes approved**

- Next, plan of action – small groups to discuss DegreeWorks –

- drop down menu group – this will be for options at the department level. There will be 10-15 general comments. We could develop more specific department level comments to bring back to the departments for review. Mary Pat found several examples of drop down menus by googling “DegreeWorks Drop Down Menu”
- Best/Good Practices for Freeform Comments - There was some discussion regarding freeform comments, but the group agrees that DegreeWorks has that capability and we would require this option. We must crafting some kind of statement regarding electronic comments. Making appropriate comments, guiding faculty. Avoid making inappropriate comments that might get one in trouble.

This list was created by the freeform comments group

**Cautions on Comments:**

- 1. A 'Do and Don't' list**
- 2. Reminder that comments are public**
- 3. An audit trail of corrections if needed**
- 4. Instructions and manual for Users**
- 5. Confidential observations should not be noted**

Adjournment 2:42PM

Minutes submitted by: Justine Gamache