

# **Committee on Academic Advising**

## **Meeting Minutes**

January 13, 2015

Present: Mary Pat Bigley, Jan Bishop, Stephen Cohen, Cheryl Crespi, Justine Gamache, Crissy Higham, Mary Horan, Yvonne Kirby, Ned Moore, Kevin Oliva, Janice Reska

**Called to Order - 12:18PM**

**December 2014 meeting minutes unanimously approved with minor change**

- Advisor Caseloads – we will run a list of advisor caseloads as reflected in Banner. It may not be completely accurate, but it is a starting point. Initially, we are looking for big issues such as unusually large advising caseloads.
  - Justine will request an advisor list from Registrar after advisors have been assigned - approximately the 3<sup>rd</sup> week of the semester.
- Alternate PINS - When are alternate pins removed? This semester they were removed on or about 1/7/2015, before the semester started. In past semesters, the pin was never removed. Why the change? Can we ask Registrar to leave the pin on? Students may be self-registering without any advising.
- Late admits – How are we advising the late admits? What is the best way to serve this population?
  - We are still admitting students for this semester. The late admits can be more difficult to advise as they often have more extensive transfer credits that must be reviewed for adjustments and substitutions. We have no knowledge of when, who, and how many of the late admits to expect, so very difficult to schedule them for advising. Although The School Based Centers are open and available throughout the process, the centers and faculty advisors are extremely busy with continuing students during the add/drop period.
  - How many have been admitted in the last two weeks? Are they all advised and registered?
  - S. Cohen is recommending that we meet with Larry Hall and possibly Carl Lovitt to discuss the challenges that we face with serving these late admits.

Adjournment 1:39PM

Minutes submitted by: Justine Gamache