

CASL Meeting Minutes #11
March 22nd, 2022
1:00 PM – 2:00 PM
Meeting held via Zoom

Attendees: Scott Barton (Chair), Paul Reilly, Greg Snoddy, Meha Chopra Mohapatra, Edward Gutierrez, Arne Gericke, Jeannine Coburn (Acting Secretary).

1. Approval of Minutes

Minutes from CASL Meeting #10 were approved.

2. Departmental Advising Practices

Collect information from departments and programs on campus about their existing advising practices.

- Reviewed file with collected advising practices from departments.
 - **Action Item: Jeannine Coburn and Meha Chopra Mohapatra** will mine the information provided for advising practices.
 - Once we have this information, we can share with departments so that each knows what others are doing.
 - Perhaps this could be distributed as a lunch-and-learn.

3. Support for Academic Advising

- CASL discussed identifying Workday capabilities that are useful for academic advising and circulate to faculty annually.
- General advising concerns: can we capture these in a different way to address them more easily (instead of with every advising one-on-one meeting)? For instance, the HUA requirements and IQP requirement (PQP and ID2050 as well).
- CASL discussed the idea of an IQP day, HUA day, undergraduate research day, and so on during the week that contains Project Presentation Day to promote knowledge of the different experiences at WPI.
- Define roles and responsibilities for high quality academic advising. Compile official definitions for Professional Advising and Faculty advising on WPI campus and draft language that clarifies expectations and roles for both students and faculty (language from National Academic Advising Association)
 - Paul Reilly will circulate information he has found from other institution's best-practices.
 - **Action item: Paul Reilly** will tabulate the definition of the different roles of a faculty advisor and the professional advisors

4. Assessing Academic Advising

Develop a rubric for assessing advising and ask departments to report on their faculty and advising practices (examples from National Academic Advising Association)

- **Action item: Paul Reilly** will tabulate existing rubrics for academic advisor assessment

5. Communications Plan with Rationale for 7-Week Terms

Collaborate with Marketing/Communications to develop and implement communications plan for students, faculty, and staff with the rationale for 7-week terms and reason for student effort-

hour expectations, data, and conditions for balance, success, and well-being (e.g., a small number of student organizations, eating, sleeping, help-seeking)

- Scott met with Arnold Lane and Emily Perlow, idea to make an “introduce the students to the culture of WPI” document/wiki.
 - This might be the way to engage with Marketing/Communications to develop visual aids.
- Could we create a template for what a typically successful day looks like that includes hours per day for academics, recreation, and other activities?

Minutes prepared by:

Jeannine Coburn

CASL Acting Secretary