

**Committee on Advising and Student Life****Meeting #3 (2017-18): 11/17/17, 3-4pm****Kaven Hall 111B**

In Attendance: Philip Clay, Jennifer McWeeny, Cagdas Onal, Nima Rahbar (Chair), Paul Reilly, Tricia Stapleton, Kris Wobbe

Absent: Maggie Becker, Mohamed Eltabakh, Kristy Giacomani, Huong Higgins, Yao Long, Graduate Rep

1. The meeting was called to order at 3:05pm
2. For the meeting's agenda, the Committee addressed topics related to faculty advising.
3. Paul Reilly asked for faculty volunteers to serve on the Outstanding Faculty Academic Advising Committee. Two committee members agreed to serve.
4. The Committee discussed changes set to be implemented at the end of the academic year that will affect the current email setup for faculty advisors. Advisors will no longer be able to use an existing alias; the new process would allow for a standing list of advisees, but advisors would need to request it be created by IT, and students could opt out of being included.
5. The Committee tabled their discussion of the Task Force on Academic Advising's findings and recommendations until more members were present.
6. The Committee reviewed current interventions for students who receive NRs (CARE form or contacting Academic Advising directly). Faculty are encouraged to contact students who are not attending classes, as an early warning for poor performance in the course. Faculty should reach out to students first. If faculty do not receive a response and are concerned, they should use the current interventions to follow up.
7. The Committee reviewed "What To Do When Students Miss Graded Work. WPI Guidelines on Best Practices" – a document prepared by CASL in Spring 2012. Members discussed whether the document was still valid, finding that it is, but that it was in need of a few updates. The Committee discussed those revisions, and agreed to finalize the updated version in the next meeting, to be distributed with that meeting's minutes.

The meeting adjourned at 3:55pm.

Respectfully submitted,

Tricia Stapleton