

CASL Meeting Minutes
#4 November 4th, 2022
9:00 AM – 10:00 AM
Zoom Meeting

Attendees: Jeannine Coburn (chair), Daniel DiMassa (secretary), Meghan Barry (undergraduate representative), Francesca Bernardi, Jim Doyle, Arne Gericke, Adish Jain (undergraduate representative), Paul Reilly, Greg Snoddy

Call to Order: 9:05 AM

Approval of Minutes from Meeting #3

Updates

Chair Coburn discussed Kimberly LeChasseur's plan to conduct an internal study on advising. Results should help drive best practices in future years. CASL members discussed their perspectives and questions about how faculty and students will be chosen for the study to be provided to Kimberly LeChasseur as input into the study's design.

Chair Coburn is collaborating with Chrys Demetry and Aaron Deskin on "just in-time" advisor training for early-career faculty. Training should assist early-career faculty, but it can likewise serve as refresher for any faculty who wish to participate just before advising day. Contents of the session will extend to discussion of student curricular requirements. Paul Reilly suggests adding a discussion of advising tools in Workday. Greg Snoddy inquired how CASL might contribute more meaningfully to providing similar training for advisors of graduate students.

Discussion Items

Paul Reilly introduced a draft of the one pager on "Expectations of Advisors and Advisees." Arne Gericke asked how we might advise faculty to communicate with unresponsive students. Discussion ensued about communication practices. Undergraduate representative Meghan Barry indicated that communication via Canvas can be more effective than email, suggesting that use of a centralized Canvas calendar is helpful for students. CASL members Barry and Gericke discussed the possibility of Canvas courses that are organized by advisors. Chair Coburn will follow up with Kate Beverage to discuss such a prospect with CASL.

Paul Reilly introduced another one pager, "Academic Advising at WPI – The Undergraduate Experience." P. Reilly proposes incorporating this document, as well as the previous, "Expectations of Advisors and Advisees," in the faculty advising handbook. The handbook should be prepared by the end of B-Term.

Adjournment: 10:00 AM