

CASL Meeting #8 Minutes
January 31, 2023
3:00PM – 4:00PM
Zoom Meeting

Attendees: Jeannine Coburn (chair), Francesca Bernardi (acting secretary), Arne Gericke, Adish Jain (undergraduate representative), Arnold Lane, Paul Reilly, Greg Snoddy, Jim Doyle

Call to Order: 3:03PM

Approval of Minutes from Meeting #7

Updates and Discussion Items

- Faculty advising handbook and print materials during the Just-in-time training. There are a lot of people signed up for the Just-in-time training (had to move to Unity Hall). Attendees will be given the updated faculty advising handbook and a few one-pagers with resources and guidance on advising. These will be distributed as printed documents at the event and then also via email as a pdf.

- Enrolled student survey (spring 2023 --> undergraduate students)
Pulled out survey questions focused on advising and faculty in general to see if there is anything we can adjust to get more useful information. We are trying to keep questions pretty similar to what other institutions are doing so we can compare our data to theirs. We could consider having open ended questions but those are hard to analyze or use in a comparison with other institutions; we could use a drop-down menu for options of offices but not people. We could use a Likert scale.

It seems like students do not know the difference between faculty advisor and academic advisor. They also don't necessarily know who their faculty advisor is. So we could ask:

- Do you know who your Faculty Advisor is? Yes/No
- Do you know how to find out who your Faculty Advisor or Academic Advisor is? Yes/No
- Have you met with your Faculty Advisor in the past 6 months? Yes/No
- Have you met with your Faculty Advisor in the last 12 months? Yes/No

A discussion ensued about email communications and the fact that neither students nor faculty/staff read emails. A "read your email" campaign is a strategic plan goal, but it's been stalled. Could involve industry representatives to confirm that email is in fact their preferred method of sharing official communications. Could it even be brought up at the career fair? We need to make sure that our students are prepared to enter the workforce as successful professionals. Maybe a workshop during NSO or a module during Insight could be a way to get students to understand what is expected of them communication-wise in college.

- Graduate student advising

The document we sent out at the beginning of the year includes information on graduate student advising. One of the main issues is that there is no general place and standard form for tracking sheets (or similar documents) for graduate programs. We will be asking for information from each Graduate Coordinator about what each department does to understand the status of things. Paul Reilly volunteered to take the lead in spearheading the issue of tracking sheets for graduate students.

Adjournment: 4:02PM