

**CASL Meeting Minutes #12**  
**April 5<sup>th</sup>, 2022**  
**1:00 PM – 2:00 PM**  
**Meeting held via Zoom**

**Attendees:** Scott Barton (Chair), Francesca Bernardi (Secretary), Paul Reilly, Greg Snoddy, Meha Chopra Mohapatra, Edward Gutierrez, Jeannine Coburn. Invited guests: Mia-Kay Fuller.

**Agenda**

**1. Call to order**

Chair Barton called the meeting to order at 1:01 PM.

**2. Approval of Minutes**

Minutes from CASL Meeting #11 were approved. They will be circulated to the faculty this week along with the minutes from CASL Meeting #10 which were approved at the last meeting.

**3. Review of existing departmental advising practices and discussion of next steps**

Jeannine Coburn and Meha Chopra Mohapatra have created a spreadsheet to summarize current departmental advising practices based on the information gathered by CASL.

- A lot of information has been collected by CASL. The committee is working on creating a document that highlights “best practices” by standardizing and formalizing what is considered a “minimum” threshold for advising requirements and “optimal” advising behaviors.
- **Action item: Jeannine Coburn and Meha Chopra Mohapatra** will put together a draft of a one-page document to be shared with all Departments and Programs. CASL will review/adjust and approve so it can be circulated before the end of the AY.
- The document will be distributed to Department heads/associate heads. CASL will strongly suggest that Undergrad and Grad committees in each Department/Program are made aware of these materials for implementation since they are the ones usually implementing tracking sheets etc.

**4. Academic Advising: Definitions and Assessment**

Paul Reilly worked on defining roles and responsibilities for high quality academic advising and developing a rubric for assessing advising.

- About 10 years ago CASL gathered information about advising by distributing surveys to both students and advisors. These surveys were meant to align expectations between the two groups. Paul Reilly transferred the surveys from SurveyMonkey to Qualtrics.
- **Action item: Paul Reilly** will filter down the surveys to what we consider the most relevant information to gather regarding advising, so that we can circulate the surveys again to students and faculty.
- These surveys will serve to both set expectations on what high quality academic advising is and to collect feedback about how people are feeling about advising right now on campus.

**5. Workday and advising**

Scott Barton reports that Veronica Brandstrader (Change Management and Training Manager in the Information Technology office) will join us at one of our next meetings to discuss options for advising in Workday.

**6. Title IX Reporting**

Francesca Bernardi met with John Stewart (Title IX Coordinator). Notes from the meeting have been shared with CASL and the committee will begin its next meeting with this discussion.

**7. Update from MHIT**

Scott Barton reports that MHIT has now narrowed it down to three possible calendars for next year, the details of which were discussed at the most recent meeting.

**8. Adjournment**

The meeting was adjourned at 1:55 PM.

**Minutes prepared by:**

Francesca Bernardi  
CASL Secretary