

**CASL Meeting #4 Minutes**  
**November 3 2023**  
**9:00AM – 10:00AM**  
**Zoom Meeting**

**Attendees:** Francesca Bernardi, Chrys Demetry (guest), Arnold Lane, Daniel DiMassa (chair), Jim Doyle (secretary), Emily Perlow, Sarah Stanlick

**Call to Order:** 9:04AM

1. Chrys Demetry, Director of the Morgan Teaching and Learning Center, joined the meeting to discuss plans for the continuation of last year's "Just-in-Time" training for academic advisors. CASL is interested in working with the Morgan Center to formalize and provide continuing support for the event.

The event would take place in February, before Academic Advising Day. Last year 70 faculty and staff participated. Feedback from attendees was positive. Topics included: Workday tips, a presentation from the Office of Academic Advising, advice from experienced faculty advisors, and presentations on the IQP and the HUA and SS requirements. It was suggested the agenda may need some streamlining, or that some topics could be delivered simultaneously in breakout groups. The relative advantages of repeating basic information this year versus presenting new topics was discussed. Suggestions for new topics included the hidden curriculum, support for neurodiverse students, and advising for first-year course selection. The question of how best to get training information and materials to those who need it the most was discussed.

The question of how to create and deliver training on academic planning geared toward students was also discussed.

Chrys Demetry will begin looking at dates and venues for the next event. The Chair will follow up with Chrys Demetry and Aaron Deskins from the Morgan center and Paul Reilly to begin work on the plan for 2024.

2. The Committee continued to discuss the 2017 report of the Academic Advising Task Force as it relates to graduate student advising. The Committee discussed the need for at least some degree of systematization across departments and programs. Data collected from a survey of graduate coordinators last Spring may provide a starting point for development of recommendations. The possibility of reaching out to particular departments where student needs were identified in last year's graduate student survey was also discussed.

Daniel DiMassa and Jim Doyle will attend the next meeting of Graduate Coordinators to present issues of interest and concern to CASL and report back.

3. The Committee continued to discuss the results of the Enrolled Student Survey and items that need to be addressed, including lack of availability of slots in required courses. It was suggested that CASL could convene a group of top academic advisors to elicit suggestions for following up on the survey results.

4. The minutes of the October 13 meeting of CASL were reviewed and approved.

**Adjournment:** 9:52AM

Respectfully submitted,

Jim Doyle (Secretary)