

## **CASL Meeting Minutes**

Date: November 12, 2019

Location: SL-226

Meeting Minutes: D. Medich

Attendance: D. Medich (chair), S. Barton, N. Charles, L. Harrison, A. Manning, P. O Cathain, A. Powell, P. Reilly, G. Snoddy, C. Stabile, S. Weeks

### **New Business**

1. Review meeting minutes: The 03/12/2019 meeting minutes were reviewed and approved (11-0)
2. COG request: D. Medich related the COG request to the committee to review the removal of the academic advising list-server. P. Reilly responded that the decision to remove these lists was because there currently were more than 250 lists that were not being properly updated due to their reliance on BannerWeb (which is being phased out). Also, only about 60 faculty of the ~250 were using these lists. Paul further indicated that he has scheduled a meeting with IT to create an Office 365 advising group. The 365 groups will be easier to maintain and will better handle faculty who have large numbers of advisees. He further mentioned that this will be a “change to the system” but the new system will have the same utility. He lastly mentioned that, if he can’t implement the changeover to Microsoft 365 by academic advising day, he will make sure that faculty can still use the current system. H. Lane commented that he will speak with IT to remind them to inform the faculty on any IT changes that could affect faculty.
3. CASL request: D. Medich informed the committee about a recent meeting held to demonstrate future uses of Workday with student registration and advising. He further mentioned that he will contact IT to make sure that a CASL representative will have the opportunity to review Workday’s student advising program before it goes live.
4. Office of Student Life request: G. Snoddy commented that it could be helpful to have a member of the office of student life who are CASL members (currently, G. Snoddy or P. Reilly) report on recent issues faced by the office. The committee agreed that this was an excellent idea; future meetings will include an OSL report.

### **Old Business**

1. Revision of WPI Faculty Advising Handbook: D. Medich reviewed the committee’s ideas on how best to revise the faculty advising handbook with respect to the WPI plan. He offered using the WPI “pyramid model” – which a number of committee members were not familiar with – as the basis of the revision. Ultimately, the committee agreed that a subgroup could be effective in implementing this revision.

2. Training to educate faculty on advising best practices. D. Medich commented that this topic is related to the revision of the WPI Faculty Advising Handbook. Due to time constraints, it was not further discussed.