

CASL Meeting Minutes #13
April 19th, 2022
1:00 PM – 2:00 PM
Meeting held via Zoom

Attendees: Scott Barton (Chair), Francesca Bernardi (Secretary), Paul Reilly, Greg Snoddy, Edward Gutierrez, Jeannine Coburn, Arne Gericke. Invited guest: Veronica Brandstrader.

Agenda

1. Call to order

Chair Barton called the meeting to order at 1:04 PM.

2. Approval of Minutes

Minutes from CASL Meeting #12 will be approved via an online survey.

3. Title IX Reporting

Francesca Bernardi met with Jonathan Stewart (Title IX Coordinator) to discuss Title IX policy and reporting procedures.

- **Action Item: Francesca Bernardi** will reach out to John Stewart to share that:
 - CASL is happy to provide feedback on new marketing and informational materials they are developing regarding Title IX reporting and resources on campus.
 - The committee hopes to have someone from CASL be involved in the design, administration, data collection, analysis, and reporting of the upcoming Massachusetts-mandated campus climate survey.

4. Departmental advising practices

Jeannine Coburn and Meha Chopra Mohapatra are working on a one-page document to be distributed to departments and programs at the beginning of the next AY.

5. Advising roles and rubric for advising evaluation

Paul Reilly is preparing a document to be distributed to faculty and students that aims at clarifying roles and expectations for both groups. The document will be part of a packet of materials to be shared with faculty advisors at the beginning of the new academic year. Possibly to be sent along to departments to then distribute to their own faculty.

- **Action Item: all CASL members** will review the document and make sure we compile a list of questions and feedback.

6. Advising resources on Workday

Invited guest Veronica Brandstrader (Change Management & Training Manager in the Information Technology office) showcases a few options available on Workday regarding advising:

- The *Academic Advisees Report* provides faculty members with a list of advisees and a lot of information on each of them. It is a WPI-specific report so it can be adjusted needed.
- The *View Academic Progress for Students* report allows to check the academic progress for each individual student.

- The *Evaluate Academic Requirements for Students* report is the Workday version of what used to be called the *What If Report* in Bannerweb.
- *Notes* on student profiles are accessible through the *History* tab. Advisors can decide whether the notes are made visible to the student or not. Currently, the notes feature is being utilized by the Bursar and Registrar offices but not by Advising.

CASL is considering the need for a cheat-sheet for Workday Advising-related reports and features.

7. Year-End Deliverables

This is our last meeting of the year. We expect two new faculty members to join CASL for next year.

- **Action Item: Scott Barton** will put together a draft of the CASL annual report which will include steps for next year.

8. Adjournment

The meeting was adjourned at 2:05 PM.

Minutes prepared by:

Francesca Bernardi
CASL Secretary