

CASL Meeting Minutes #2
September 12, 2022
10:30 – 11:30 AM
Meeting held hybrid in person and via Zoom

Attendees: Jeannine Coburn (Chair), Francesca Bernardi, Paul Reilly, Jim Doyle, Dan DiMassa, Ed Gutierrez (Secretary) , Naitik Zaveri, Arnold Lane Jr.

1) Call to order

2) Approval of Minutes for meeting #1.

- Minutes approved

3) Final Review of One-Page Guide on Advising Best Practices completed

4) Final Review of the One-Page Document on the Roles of the Office of Academic Advising and Faculty Advisors completed

- Action item: JMC to circulate one-page guides to Deans, Department Heads, and Program Coordinators.

5) How to message HUA Requirement

- CASL to send out the “HUA Project Requirement – Student Guide Handbook” closer to academic advising day to remind faculty of this resource. https://www.wpi.edu/sites/default/files/inline-image/fully_updated_WEBPAGE_10-18-2021_HUA-Brochure.pdf

6) Discussed proposing a survey for the Morgan Teaching and Learning Center mini studies to build a better understanding of what is working and what is not working for academic advising.

One approach to this survey from the Morgan Center would be to create smaller surveys that focus a smaller group of students, rather than all students and all faculty as a whole, to create smaller focus groups to discuss and develop plans. CASL member decided that this is a useful approach to collect information to guide the larger campus-wide survey.

- CASL member proposed an advising survey for graduate students.
- CASL member proposed that it may be possible to still have smaller focus survey groups while trying to gather data from the largest pool of students and faculty. This would do a much better job at a more standardized survey. Get value from both approaches.
- CASL member proposed creating small focus groups and or small-town hall meetings to give students a short guide/framework to advising. Student Life will be creating a survey, *The Enrolled Student Survey*, for undergraduate students and CASL should incorporate advising questions into the Student Life survey next Spring.

7) CASL discussed the recent automatic Canvas sites for Department Advising – one for each undergraduate and graduate within a given department.

- CASL will invite Lindsey Van Gieson to discuss Canvas sites for Departments

8) CASL continued to discuss developing a Resource for Students that introduces students to the culture of WPI, including effort-hour expectations, balance between obligations, time management, etc.

- A resource was developed by WPI students called “Gompie’s Guide to WPI”. This resource covers the majority of the concerns CASL wanted to address. No further action required beyond continued development of materials for academic advising.

9) A CASL member brought up concerns regarding graduate students needing to see Professors.

- CASL member mentioned that graduate students’ meeting with professor’s physical one-on-one during scheduled office hours is sometimes not possible (where professors schedule very limited office hours – 2 hours per week.) Is there a solution to meet with students outside of office hours. Perhaps create a new system to schedule an appointment with professors. Students prefer to meet with the professor at times rather than the Teaching Assistants. The discussion on this topic will continue at a later meeting.

10) Action item: JMC will inquire about undergraduate representation in CASL meetings.

- Ed Gutierrez (CASL Secretary)