

CASL Meeting Minutes

Date: November 20, 2018

Location: SL-225

Meeting Minutes: D. Medich

Attendance: A. Manning, D. Medich, C. Onal, P. Reilly, K. Wobbe, and T. Zhang

New Business

1. Review meeting minutes: The September 8, 2018 meeting minutes were reviewed and approved (6-0)
2. Student Representatives to CASL: G. Snoddy presented the committee with the names of two student representatives who are willing to serve on CASL. These students are: Kristy Giacomani and Zach Rellstab. Pending student formal acceptance, D. Medich will add these students to the CASL members list.

Old Business

1. Review of Academic Advising Task Force report: D. Medich began a discussion of the findings from the recent Academic Task Force report (08/18/2017).
 - a. Among other things, the WPI Academic Advising Task Force Report called for CASL to take the lead on developing materials for academic advising assessment and to support departmental advising plans.
 - b. A. Manning promoted the usefulness of having CASL develop materials for advising graduate students and for supporting departmental graduate student advising plans. G. Snoddy added that CASL could also work with graduate coordinators to make graduate advising assessment plans.
 - c. The committee to discuss plans to develop guidance documents to assist with advising students based on the WPI Plan.
2. Review of WPI Co-op Program

- a. Need for further information on the WPI co-op program prior to committee discussion
3. Selection of Members to review Trustees Academic Advising Award. P. Reilly asked if an engineering faculty member and a science faculty member would serve on the review panel for the Board of Trustees Faculty Advisor award. D. Medich agreed to be the science rep.