

**CASL Meeting Minutes #1**  
**August 29, 2022**  
**10:30 – 11:30 AM**  
**Meeting held via Zoom**

**Attendees:** Jeannine Coburn (Chair), Francesca Bernardi, Paul Reilly, Arne Gericke, Jim Doyle, Dan DiMassa, Adam Powell, Natick Zaveri (graduate student representative), Edward Gutierrez (acting secretary).

**1. Introductions.**

**2. Review of CASL Responsibilities.**

- Continued development of items related to student advising and counseling programs in collaboration with the Office of Academic Advising.
- Continue discussion from last year's CASL agenda concerning academic advising from faculty perspectives to evaluate the effectiveness of current advising practices.
- Evaluate areas concerning student environment and extracurricular activities and recommend changes as appropriate.

**3. Reviewed Last Year's (2021/2022) To-Do List for 2022/2023.**

- Develop a one-page document titled *Recommendations for Departments Regarding Best Practices for Academic Advising* to better help guide undergraduate and undergraduate advising.
  - Advising Best Practices document
    - Action item: Finalize for next meeting
  - Add document link in the Advising Handbook for 2022/2023.
  - Document to be submitted in early A term 2022.
  - Attach final document in CASL meeting #2 minutes.
  - Recommendation to share this document to department heads, program directors, project coordinators, and deans for 2022/2023.
- Define Roles for Professional and Faculty Academic Advisors.
  - Paul Reilly created a list and table of goals for shared responsibilities for faculty advisors and students
    - Action item: Finalize for next meeting
- Idea to Create a Centralized Area for All Advisor Notes - Office of Academic Advising and Faculty Advisors. To create a more holistic counseling experience.
  - Concerns were raised that “the left hand doesn't know what the right hand is doing” concerning what happens in Office of Academic Advising and what happens in Faculty Advising – to keep better track of student progress is to have faculty advisors add comments about an advisees' progress to the advising portal in Workday - to add to Academic Advising Office comments and therefore keeping everyone in the loop with all updated and current information concerning advisees.
  - It was suggested that it would be useful if notifications can go out in Workday to Faculty Advisors if too much time has elapsed where Advisors have not meet with their Advisee's. This is not a capability of Workday, currently.

- The Office of Academic Advising uses the software TutorTrac which has the capability to record faculty notes, but security issues are a concern – who can see what notes, depending on the situation, public and private notes.
  - CASL could/ should look into the TutorTrac system and invite faculty members to test out the software to decide if its functionality works well enough to roll out to the full faculty. This could be a future item to work on.
  - Integration of TutorTac with Workday would be a good idea to centralize everything.
- Work on a Survey for Students and Faculty About Current Advising and Relationship Practices.
    - Paul Reilly will start putting together this survey.
- Plans for Advising as Criteria for Tenure and Promotion with Appropriate Faculty Governance Committees.
    - Quality vs. Quantity – Advising is part of the teaching portfolio and is this as valued as teaching a class? How do we highlight the quality of advisors?
    - We don't currently assess quality of academic advising, that this is more of a quantitative measure (how many advises), at least until we come up with some mechanism to assess quality, like we do for teaching (student course reports.)
    - Regarding tenure and promotion, the only source of information that CTAF has is what the candidates provide (e.g. how many advisees, what their advising approach is). A second possible source can come from the alumni and current students survey that CTAF sends out. Possibly have CTAF think about Advising as more of a Teaching activity because teaching gets weighted more in deliberations than service.
- Continue Discussions and Work on Title IX.
    - Francesca will begin reaching out to the new Title IX coordinator

**4. Possible new item for CASL to work on this year: *The Right to Pee* - an 'accessibility advocacy' Video.**

- Video created by student Maya Evohr for WR253X: Ethics in Design and Communication course.
- Link: <https://youtu.be/f7l2wko3pwg>
- Video focus is on restroom accessibility issues at WPI and to promote change on campus.

**5. A New Resource for Students was developed by WPI students**

Comprehensive Student Handbook *Gompei's Guide to WPI 2022-23 for Students by Students* – *All the things you need to know.*

Link: [https://www.wpi.edu/sites/default/files/2022/08/15/GompeisGuide\\_2022\\_Digital.pdf](https://www.wpi.edu/sites/default/files/2022/08/15/GompeisGuide_2022_Digital.pdf)

- Dan Dimassa mentioned this handbook would also be a great resource for faculty.
- Jeannine Coburn suggested the possibility of adding this guide handbook link to the one-page document *Recommendations for Departments Regarding*

*Best Practices for Academic Advising.* Also introduce this handbook at new faculty orientations.

**6. Adjournment**

Meeting was adjourned at 11:30 am

**Minutes prepared by:**

Edward Gutierrez  
CASL Secretary