

Council on Academic Advising(CAA)

**Agenda
1/07/2008**

10-11:30 pm, 350 Bascom Hall

Note Taker:	Jeff Hird
In Attendance:	Joanne Berg, Kathy Christoph, J. Edward Connery, Jeff Hamm, Jeff Hird, Christina Klawitter, Annette McDaniel, Mary Mercier, Michelle Mickelson, Martin Rouse, Mary Schey, Megan Schmid, Wren Singer, Greg Smith, Jim Steele, Sarah Stilp, Julie Stubbs, Doug Tiedt, Tim Walsh, Stacy Walz.

AGENDA ITEM	WHO
1. Approval of December Minutes	All
2. Announcements	All
3. Consideration of CAA initiative	All

DECISIONS AND NOTES

December minutes were approved.

Announcements

- January SOAR will occur next week on February 9-11
- A printed timetable from the Division of Continuing Studies will be available January 29
- CAA members Karen Hanson and Jim Steele have been promoted to Associate Registrar for Enrollment and Curricular Services and Associate Registrar for Student Records, respectively
- MACAA half-day workshop on December 14 was a great success. Please submit spring brown bag ideas to Jane Schimmel jcschimm@wisc.edu.

Proposal

On January 2, Dean Ann Groves Lloyd and Wren Singer wrote a letter to Vice Provost Aaron Brower recommending that CAA review the advising process for first- and second-year students.

Julie Stubbs relayed Vice Provost Brower's support for the review, particularly relative to efforts toward the LEAP initiative, the Wisconsin experience campaign, strategic planning, and reaccreditation. He also suggested that CAA consider the best structure (i.e., CAA, CAA subcommittee, non-CAA members) to carry out the review.

Considerable discussion about the proposal ensued, and there was general consensus that CAA would conduct the review of the advising process. CAA members identified several considerations and needs relative to the process and content of the review, including:

- need for a campus discussion of the issue
- examine similarities and differences in advising processes and procedures at SOAR to develop a "best practices" model, including increasing advising efficiency, consistency, and expectations
- better understand how students get information
- should SOAR be used for advising and not just registration?
- Is this review to be CAA's primary focus?
- Three dimensions of advising could potentially be assessed: (1) structure and services, (2) principles and goals, (3) advising practice.
- CAA's role as a leadership group could define the scope of the assessment

- What is happening now vs. what needs to be done?
- need for sequential process to make changes
- considering review as part of continuous improvement process
- grant and other fund-raising activities to support review process

CAA decided that a subcommittee (chaired by Wren Singer and Tim Walsh) was the best way to initially approach the advising review. The subcommittee would then define the goals, scope, timing, etc. of the project, and also be responsible for gathering non-CAA perspectives. Other members of the subcommittee include Joanne Berg, Ed Connery, Tony Garcia (from Dean Lloyd's office), Jeff Hamm, Christina Klawitter, Annette McDaniel, Greg Smith, Megan Schmid & Ryan Stibbe (maybe).

It was also proposed that the subcommittee could inform CAA appointments next year, dependent on the needs of the review process.

The subcommittee's progress will be an ongoing agenda item at future CAA meetings. CAA meetings will continue to be a place for campus-wide updates.

Julie Stubbs indicated that she would send a copy of the proposal and Vice Provost Brower's response to CAA members.

Meeting concluded.

Respectfully submitted,

Jeffrey S. Hird, Ph.D.

ACTION ITEMS	Person Responsible	Deadline/Task
CAA members will follow-up with their respective individual units to elicit thoughts and perspectives about the proposal to review advising	All members	Report back at CAA meeting in February
NEXT MEETING: February 4, 2008 10-11:30 am, 350 Bascom Note taker:		