

Council on Academic Advising(CAA)

Minutes

4/07/2008

10-11:30 pm, 350 Bascom Hall

Note Taker:	Melanie Schneider
In Attendance:	J. Edward Connery, Beth Dawson, Julie Elliot, Jeff Hamm, Karen Hanson, Jeff Hird, Sheila Jensen, Christina Klawitter, Julie Lindsey, Annette McDaniel, Jo Meier, Mary Mercier, Molly McGlone, Michele Mickelson, Sharon Nellis, Liz Preston, Martin Rouse, Jane Schimmel, Megan Schmid, Melanie Schneider, Wren Singer, Greg Smith, Mary Smith, Jim Steele, Julie Stubbs, Doug Tiedt, Tim Walsh, Stacy Walz

AGENDA ITEM	WHO
1. Welcome New Committee Member, Liz Preston	All
2. Approval of March Minutes	All
3. Additions to the Agenda	All
4. Announcements	All
5. Reports from Other Campus Committees—MACAA	Jane Schimmel
6. Center for the First Year Experience	Wren Singer
7. Advising Review	Tim Walsh Wren Singer
8. Class Search	Karen Hansen Cheryl Wise

DECISIONS AND NOTES

Welcome New Committee Member, Liz Preston

Liz is an advisor with the History Department.

Approval of March Minutes

Minutes were approved.

Additions to the Agenda

Christina Klawitter asked the group if they were aware of the Chemistry Department back-dating drops after first exams for some courses (e.g., Chem 109 back to Chem 103), so that the drop does not appear on the student's transcript. Gery Essenmacher mentioned that he has materials that explain this process. Karen Hanson will investigate further.

Announcements

Martin Rouse shared two resources with the group: the Adult Student Guide, 2008-09 and the Non-Traditional Ways to Obtain Your Degree sheet which lists distance learning programs offered by UW System campuses.

SOAR training will take place on May 20.

CIC Advising Administrators Conference will be held in Madison at the end of the month.

Reports from Other Campus Committees—MACAA

MACAA has two upcoming brown bags about Conflict Resolution and Assessment for Advising. The group is recruiting executive board members for the next academic year.

Center for the First Year Experience

Wren Singer discussed the mission of the new Center for the First Year Experience which evolved from Orientation and New Student Programs. Focus of this office will include SOAR, WI Welcome, coordinating initiatives (e.g., e-Portfolios, freshman seminars), and assessment and research activities. Funding will come from the “New Student Fee”. Staff job responsibilities have been re-organized within the unit. An official announcement about the Center will be distributed this week.

Advising Review

A draft of the subcommittee’s recommendation to Aaron Brower was discussed. Minor revisions were suggested. Final version of the document will be presented at the next meeting.

Class Search

A discussion ensued regarding concerns about Class Search, an online listing of course sections. The following concerns were mentioned: slow performance, functionality, inefficient tool for advising (i.e., concerns about use at SOAR). Enrollment Management will maintain Timetable on the Web (<http://www.registrar.wisc.edu/timetable/>) through August, while working to improve Class Search performance.

Karen Hanson and Cheryl Wise addressed some of the concerns and features. Certain course packaging (e.g., Physiology 335) bogs down the system because of the multiple course components. Benefits of Class search: it is integrated with ISIS, offering “real time” up-to-date information, and can directly link with students’ wish lists.

They are interested in knowing from an advising perspective, what else might be improved, other than making Class Search Faster? Submit feedback to timetable@em.wisc.edu

Pre-professional Advising

Julie Stubbs distributed a letter from Assoc Dean Ann Groves Lloyd to VPTL Aaron Brower asking CAA to review how pre-professional (pre-law, pre-med, and pre-health) advising is provided on our campus and make recommendations to the Dean’s Council and the Provost. Letter to be discussed at May meeting.

ACTION ITEMS	Person Responsible	Deadline/Task
Discuss DR/W deadline with staff	All	Future Meeting
Discuss how your unit approaches pre-professional advising, if applicable	All	May Meeting
NEXT MEETING: May 5, 2008 10-11:30 am, 350 Bascom Note taker: Julie Stubbs		