

William Paterson University of New Jersey  
Advisement and Registration Council Meeting  
Minutes for September 12, 2011, Cheng Library, Paterson Room

**Present:** Michael Boroznoff, Jyoti Champanerkar, Tom Fallace (co-chair), Jean Fuller-Stanley, Esther Martinez(co-chair), Victoria Wagner

**Absent:** Elizabeth Birge

**Guests:** Diane Falk-Romaine (Senate Vice-chair), Gladys Scott (Languages and Cultures), James Miles (Languages and Cultures) and Brian Fanning (Information Systems)

The meeting was called to order at 12:35pm.

- 1) The agenda was approved. Minutes for May 26, 2011 meeting were approved.
- 2) E. Martinez and T. Fallace were unanimously elected to serve as co-chairs for 2011-12.
- 3) In addition to standing charges, the A& R council was given additional charges for 2011-12. The additional charges are as follows:
  - Evaluation of new advising system including faculty and student input; work with Advisement Center and other relevant offices to insure all degree programs and majors are accurate.
  - Continue to work with the UCC Council and campus offices on faculty development to meet student advisement needs.
  - Follow up on recommendations made during 2010-11 including
    - Advisor training and support as well as assignment of students to advisors and revitalizing Master Advisor Program
    - Foreign language placement policies for students as well as working with the Department of languages and Culture to determine status of automating Foreign Language testing/reporting/waiver process
    - Banner/WPU website (including new manner in which courses are listed, adding faculty/staff positions to online directory)
- 4) There was discussion about the accurateness and efficiency of advisement of freshman by advisement center, which was introduced in Summer 2011. M. Boroznoff described his positive experiences about the advisement provided by the advisement center over Summer 2011.
- 5) Report on Foreign Language (FL) Placement: G. Scott described how FL placement scores were to be read from the Languages & Cultures department page. The page will undergo major design revisions, so that any advisor can easily read and explain to advisees. Certain issues remain unresolved, such as (i) transfer students are not required to take FL placement test, and (ii) it is hard to verify the number of years of FL taken by a transfer student in HS. G. Scott mentioned that all New York University FL placement tests are accepted by WPU and students no longer need to commute to New York to take the tests. It can be arranged that the tests are taken here on campus. B. Fanning stated that images of previous transcripts of both high school and

transfer students were going to appear in their degree audit soon. This would help in determining the number of years a student had taken a foreign language previously.

- 6) Report on Banner Links: B. Fanning mentioned that all the links discussed by the A & R council and Information Systems in the May 2011 meeting were doable. He requested that A & R council come up with framing / grouping of how to place links, since the council had given thought to it and had feedback from advisors on the survey. Once the links are approved by the administration, Information Systems will start working on it.
- 7) New Business: E. Martinez asked B. Fanning if it was possible to see title of a person we are contacting in the faculty directory and in Outlook, so that the person is addressed appropriately.

The meeting adjourned at 1:50pm.

Respectfully submitted,

Jyoti Champanerkar

September 29, 2011