William Paterson University of New Jersey
Advisement and Registration Council Meeting
Minutes for May 26, 2011, Cheng Library, Curriculum Materials Center, Amy Job classroom

Present: Michael Boroznoff, Jyoti Champanerkar, Tom Fallace, Jean Fuller-Stanley, Esther Martinez, Victoria Wagner

Guests: Brian Fanning, Associate Director of Information Systems; Gladys Scott, Languages & Cultures; and Nina Trelisky, Director of Registration Services

Absent: Elizabeth Birge

The meeting was called to order at 2:35pm.

The group met to discuss the Council's Recommendations for Improving Advisement and Registration at WP, the summary report from our survey responses/suggestions.

Fanning noted that the report did not address the fact that inaccurate comments were made in the survey by advisors. For example, students have been able to change their major online (no paper form required) for over two years.

Trelisky noted that communication is essential and WPU needs to improve lines of communication between registrar and faculty. Martinez agreed and stated that training should occur more frequently and with longer sessions, similar to intensive Blackboard training. Fallace recommended training that is hands-on, based on case studies for different student populations (transfer, double major/minor, etc), and ½ day session. Fuller-Stanley stated that this will require funding and an official proposal to the Provost's office for implementation. Wagner suggested that there are tools and staff support available to create online tutorials for many of the advising tips/tricks which would provide training on-demand. Martinez suggested that having both an Advisement Institute and an online tutorial available to advisors would be very useful. The online tutorial could act as a refresher of the Institute training and as a reminder of specific information as needed.

Creating an Advising tab in Banner:

Fanning stated that WP Connect will be upgraded over the summer. This process will allow Information Systems to review content and make changes in design of content and how it is displayed. He does not think that creating a new tab will be problematic, however, he prefers to not duplicate links (have them on more than one page). Fanning would like a list of suggested links that would live on an Advisor tab. Martinez suggested that we query the advisors about this to get two levels of input: 1. Existing links, and 2. Wish list links/tools. Trelisky stated that she can share with the Council an email list of all advisors.

Modify Degree Audits:

Boroznoff stated that not all departments have provided the Registrar with information about UCC courses. Currently we have students defined by different catalogs each requiring different number of total credits: 120 or 128. Students are governed by the catalog year. Scott requested that the language placement should be on the degree audit and distributed a sheet listing 3 recurring problems that she has noticed. She would like to see the results of the placement test combined with the years of high school experience to create a placement score visible in the degree audit. This score would inform advisor and student about the correct course level for registration. Fanning indicated that he could work with IS to create a weekly load of new scores to be emailed to Boroznoff who can input this data and update student records.

Scott shared examples of students who were able to register for courses below their placement level and students who were able to register for two levels (110 and 111) during the same semester. Trelisky stated that both of these are common occurrences in academia. Students may register for any course to fulfill a free elective and many students use a 100 level language class as a way to boost their GPA. Since there is a short window for registration students are able to register for 111 (for example) while taking 110 even if they end up taking the pre-requisite again (due to F grade). Trelisky stated that if Banner prevented registration into a lower course (than the placement score or the pre-requisite) this short registration window would adversely affect financial aid, dorm residence, etc.

Improve Navigation in Banner:

Fanning demonstrated employing a "right click" on the mouse to open a new window or tab before clicking on a link in Banner. This will allow faculty to have multiple information sources "open" simultaneously.

Respectfully submitted,

Victoria Heenan Wagner

June 2, 2011