

William Paterson University of New Jersey
Advisement and Registration Council Meeting
Minutes for October 10, 2011, Cheng Library, Paterson Room

Present: Valeriya Avdeev, Jyoti Champanerkar, Tina Leshner, Esther Martinez(co-chair), Glen Sherman

Excused: Michael Boroznoff, Tom Fallace (co-chair), Victoria Wagner

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

- 1) The agenda was approved. Minutes for September 12, 2011 meeting were approved.
- 2) E. Martinez provided a layout for items in advisor menu for Banner that is being proposed. There was discussion about the layout amongst the members of the A &R council.
- 3) T. Leshner pointed out that along with the Basic Skills Test scores displayed for each student, GRE scores or Miller's analogy scores should be displayed for graduate students.
- 4) There was extensive discussion about the links and information in the existing menu items in the Advisor Menu on Banner. G. Sherman and J. Champanerkar pointed out various links and navigation buttons, by using real advisees in the system. G. Sherman, E. Martinez and V. Avdeev pointed out that perhaps there should be more training provided to advisors in order to improve their navigational skills in Banner. It was pointed out that one of the most important things to be updated in the Advisors menu is that, it should be possible to go back to Advisor's menu from each page. Currently, there are links on several pages to go back to Advisor's menu, but not all of them are working. Also, many pages do not have such a link and one has to go back to "Faculty Page" and click all over again to reach the Advisee listing. It was suggested that links for each advisee should be opened in a new tab or a new window; and a tab with Advisee Listing should be left as is, in order to increase efficiency during advisement.
- 5) New Business: None

The meeting adjourned at 1:45pm.

Respectfully submitted,

Jyoti Champanerkar

November 11, 2011