

DRAFT

End of Year Report of the Advisement and Registration Council for 2013-2014

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The Advisement and Registration Council of the Faculty Senate had another productive year addressing the standing and additional charges.

The Council continued to work with Registration and the Advisement Center and with department Chairs in improving the advisement process.

Standing Charges:

1. Attend the Senate Forum on the Blue Ribbon Task Force's report on Advisement, on September 24th 2013 in the Ballroom

The Blue Ribbon Task Force on Academic Advising at William Paterson University had completed its work and issued its Report and Recommendations on May 16, 2013.

The three specific charges to the Task Force were to:

- a) Define and describe the characteristics of high-quality undergraduate academic advising programs and services that will best serve the academic, student, and professional development needs of students at William Paterson University.
- b) Review models of advisement used across the country and recommend a model for organization and delivery of those programs and services, taking into account our institutional culture, strengths, and resources.
- c) Recommend an assessment strategy for advising that is consistent with our existing assessment programs and practices and that will assure that advising programs and services are subject to continuous improvement.

A Report from the Blue Ribbon Committee were sent to Faculty Senate Executive Committee and a presentation of the Report was made on September 24th, 2013 at the Faculty Senate meeting. Members of the Advisement and Registration Council attended the meeting and took note of the issues and questions.

2. Voice faculty concerns about the Blue Ribbon Task Force report to the Faculty Senate after having the representative from each College speak to their colleagues in their departments and colleges about the report. (Please make a presentation to the Senate about the report on November 26th 2013)

Members of A&R Council sought faculty feedback at college and department meetings, email distributed to department chairs, email distributed to specific departments, informal interpersonal communication, and by allowing for anonymous comments to be submitted to personal mailboxes.

Members of the Advisement and Registration council also attended the Faculty Senate meetings where the Blue Ribbon Task Force presented its recommendations and senators commented and voiced support and concerns: September 24 and October 8, 2013. Members of the Advisement and Registration council attended the Blue Ribbon Task Force Open Forum sessions where faculty, staff, and students voiced support and concerns: October 15 and 30, 2013.

Moreover, members of the Advisement and Registration council then summarized the responses received in writing and shared them with other members of the council at the meeting on November 26th, 2013.

The findings were as follows:

- Members of the Advisement and Registration council received 36 responses from faculty in our colleges and departments
- As per the comments and feedback collected, the council is not able to conclude that there is wholesale approval of all of the Blue Ribbon Task Force's recommendations

Through the feedback received from faculty members, Advisement and Registration Council was able to conclude that faculty were in agreement with the following Blue Ribbon Task Force recommendations¹:

- #1. Implementation of a Collaborative Model of Academic Advisement
- #3. Transfer of Administrative Oversight of Academic Advisement from Student Development to the Office of Academic Affairs.
- #5. Submission by Each College of a Plan for its Proposed Advisor Assignment Structure
- #7. Preservation and Enhancement of Career Counseling
- #8 A Comprehensive and Ongoing Program of Professional Development for All Advisors and Orientation and Training for Students
- #9 Enhancement of Freshman and Transfer Orientation to Better Reflect the Characteristics of High Quality Undergraduate Academic Advisement
- #10 Comprehensive Review of the Pre-Packaging Process
- #11. Reinstatement of Second Major Advisors
- #13. Adoption of DegreeWorks as the University's Student Degree Audit System
- #14. Enhancements to the Banner System to improve Functionality for Advisors and Students
- #15 Development and Implementation of an Assessment System

Also, through the feedback sought from faculty members, , Advisement and Registration Council was able to conclude that faculty disagreed with the following Blue Ribbon Task Force recommendations:

- #2 Deployment of Full-Time Professional Advisors to Each of the Colleges

¹ For reference, please refer to the Report issued by the Blue Ribbon Task Force and their recommendations.

- #4 Appointment of a University Director of Academic Advisement
- #6 Expansion of the Scope of Advisor's Responsibilities
- #12 Modification of the ALTPIN Assignment Structure

However, through the feedback sought, faculty members voiced their opinions and suggested that if the Advisement model was to be created in some concrete terms for every College, then faculty would be more confident in accepting the recommendations presented.

The following findings were presented to the Faculty Senate and were accepted by the Faculty Senate on November 26th, 2013.

3. Offer the faculty the ability to preview the new software package that will be used to enhance advising. Lead a discussion in the Senate about the software and its implementation.

In the Spring of 2013, the Council began an inquiry into the implementation of the DegreeWorks. In April of 2014, members of the Advisement and Registration Council attended a Senate Faculty meeting at which Nina Trelisky discussed implementation of the new software and training.²

Suggested Charges for 2014-2015:

1. Work with the Registrar to change Banner so it blocks students from enrolling in GE courses that they've already taken when there was a change of title and/or number when course was approved for UCC.
2. Review undergraduate advisement and registration policies and procedures, and recommend revisions and/or new policies as needed for both undergraduate and graduate processes.
3. Identify problems and recommend means for improvement in undergraduate advisement and registration procedures.
4. Work with administrators involved in areas of undergraduate Advisement and Registration to recommend ways to facilitate policy implementation.

² The university has approved the purchase of DegreeWorks as a new advising tool to assist students and advisors. This software works with Banner to provide many additional tools that can help a student to have a clearer understand of their requirements and well as assisting advisors to channel the student down the appropriate path to complete their degree requirements in a timely fashion.