

Advisement & Registration Council
Tuesday, September 14, 2009
11:00AM – 12:00PM
Atrium 126

Called to Order: 11:05AM

Adjourned: 11:55AM

Present: Fuller Stanley, Joachim, McMahan, Pinkston, Rosenthal (Chair)

Excused: D'Amico, Ekmekjian, Williams

Visitors: Martinez (Senate representative)

Agenda:

Election:

Rosenthal was nominated by Pinkston and seconded by Joachim to serve as Chair for the 2009-2010 term. Joachim was nominated by Pinkston and seconded by Rosenthal to serve as secretary during this term.

Review of charges:

The Council reviewed the existing charges set forth by the Senate, discussing items to address and actions to take in those areas, during the coming year.

1. *Follow up on the recommendations of the Council in its 2008-2009 Year-End Report not yet addressed by the appropriate offices.*
2. *Work with the Bursars' Office [Office of Student Accounts] to make the billing process more user-friendly for students.*
3. *Work with the Office of Testing to establish an effective system of communicating Basic Skills and Foreign-language placement exam schedules to the Office of the Registrar and academic departments.*
4. *Continue to work with the Advisement Office to ensure that all advisers are clear on how to guide transfer students based on the new community college transfer agreement and that programs in Banner have been adjusted accordingly.*
5. *Encourage the administration to propose an integrated advisement system that can be reviewed by the Council and the Senate.*

Two main points emerged from this discussion, including the need for increased communication between a number of departments and the need for this Council to better understand existing policies and procedures.

Therefore, the following actions will be taken prior to the next Council meeting:

Charge 1:

Rosenthal will review documentation to determine the status of recommendations, and report to Council at next meeting.

Charge 2:

While there has been quite a bit of progress in creating a more user-friendly system for student registration, through the establishment of the Office of Student Services, the Council feels that additional communication between this office and the general University population is needed. In addition, with the Bursar's Office's recent name change to the Office of Student Accounts, it is felt that the department's changing role on campus should be clearly communicated to students and advisors. Therefore, Rosenthal will speak with Ken Schneider (Office of Student Services) and a representative at the Office of Student Accounts to determine policies, procedures, and protocol for addressing issues to these offices.

Charge 3:

Rosenthal will consult with the Office of Testing to determine the current communication procedures in place.

Charge 4:

Concerns were raised regarding the upcoming changes to GE, and how they will affect transfer student requirements. Given these changes, it was felt that the Council should begin a discussion with the Advisement Office about adviser training, and review of the Articulation Agreement for transfer students.

Charge 5:

Finally, communication was raised as a larger issue in the creating a more integrated advisement system. This involves many of the items mentioned for the Council's other charges (above), and requires an increased ability by the University to communicate changes to curricula in BANNER as well as between individual advisers; especially for Education majors who have adviser in two or more departments.

Overall, many of the points to be addressed this term revolve around understanding current practice among advisement- and registration-related departments, and an investigation of ways in which to facilitate improved communication between them, in order to provide better service to students.