William Paterson University of New Jersey
Advisement and Registration Council of the Faculty Senate
Minutes for Monday, December 12, 2011, Cheng Library, Paterson Room

Present: Valeriya Avdeev, Jyoti Champanerkar, Tom Fallace (co-chair), Tina Lesher, Esther Martinez (co-chair), Glen Sherman, Victoria Wagner

Guests: Brian Fanning, Information Systems; Vladimir Pichardo, Information Systems; Sharon Rosengart, Career Development and Advisement Center; Nina Trelisky, Office of Registration Services

The meeting was called to order at 12:33pm.

The agenda was approved. The minutes for the November 14, 2011 meeting were approved.

Advisement Tab in WPConnect:

Fanning demonstrated the mock-up Advisement tab in WPConnect. The page has four sections: Advisor Dashboard search box, General Tools, Student Tools, and Resources. These sections provide links to web pages and other WPU content as suggested by the Council based on discussion and faculty input.

- In progress:

Fanning will add ID/Term selection to Student Tools section.

Information Systems is working on creating a dynamic version of the Deans/Chairs list. This directory will provide contact information including room #, phone extension, and email address of deans, associate deans, assistant deans, and department chairs.

Fanning will add a link to the Curriculum Sheets from the Advisement Center's page to the Advisement tab, Resources section.
http://www.wpunj.edu/career-advisement/academic-advising/all-curriculum-control-sheets.dot

Martinez will share a link for the Foreign Language Requirements from the Languages & Cultures homepage for Fanning to add to the Advisement tab, Resources section.

Fanning and Trelisky will review the Test Scores page. Members of the Council believe that GRE and MAT scores were not displaying in graduate student records. Fanning will check to see if that view is not enabled in Banner. Members of the Council agreed that some text should be added to the page: 1.) to translate the coding of test scores (Basic Skills, for example, 10 = F, 20 = P), 2.) to explain that only tests the student has taken are displayed (a student may need to take additional tests), and 3.) to link out to the Languages and Cultures homepage and Foreign Language Requirements link.

Fanning will add text to Advisement tab front page: (something like) Tip: Right click to open new window.

- Comments:

Due to character limits set in Outlook, there is not a way for an advisor to email all advisees simultaneously. Information Systems is aware that this is a desired feature and is considering ways to improve this.

Rosengart mentioned that there are more "tips" we could include: basic definitions such as leave of absence v. withdrawal, WPUNJ agreement with Mercer, and other FAQ.

Fanning will make this Advisement tab mock-up available to members of the Council to review before it is presented to the Senate next semester. Upon approval, Fanning will make this available to all faculty and staff.

The Council agreed that an ongoing charge should be added to include monitoring, assessing, and reviewing the Advisement tab in Banner and maintaining an open relationship with Information Systems to manage the page.

Fanning also demonstrated the new catalog which will replace the PDF of the out of date catalog currently on the university website. The new catalog is more dynamic and allows faculty and students to link to requirements, course descriptions, and other related content.

UCC Curriculum Control Sheets & Foreign Language Requirement:

Martinez distributed an edited version of a control sheet. On the Foreign Language Requirement section, she included "from point of placement" and contact information for the Department of Languages and Cultures. Trelisky agrees that the FLR is confusing since students may need to take 6 credits, 3 credits, or 0 credits to meet the requirement depending on how they place on the test. Scores are not tied to registration and students game the system by taking lower level classes than their ability. Trelisky mentioned that If authorization is required for registration, then this could be controlled better, however it would require thousands of

permits since most students are taking language classes.   Adding L & C department information to the control sheet may help this situation.

Declaring a Minor:

Martinez asked Rosengart about the procedures for declaring a minor, which at this time are processed in the Advisement Center. Members of the Council discussed how declaring/changing minor could be set up just like declaring/changing major, which begins in the departments and is forwarded to the Advisement Center. Fanning and Rosengart stated that this procedure could be changed if requested. The Council will bring this concern to the Faculty Senate for additional input.

Our next meeting will be Monday, February 13, 2012 in the Cheng Library's Paterson Room.

Meeting adjourned at 1:48pm.

Respectfully submitted,
Victoria Heenan Wagner
December 20, 2011