

William Paterson University of New Jersey
Advisement and Registration Council Meeting
Minutes for April 9, 2012, Paterson Room, Cheng Library

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

Guests: Joe Alaya, Sharon Rosengart and Nina Treslisky,

Excused: Michael Boroznoff, Victoria Wagner

The meeting was called to order at 12:30pm.

- 1) The agenda was approved. Minutes for March 11, 2012 meeting were approved.
- 2) **Training for academic advisors:** S. Rosengart was invited to explain the current system for training academic advisors. She explained that:
 - a) In the past, there was a group of 5 advisors identified as trainers for new advisors. The advisement center would send an email to every chairperson at the start of each semester, so as to identify persons who would need training for advisement. The advisement center would then introduce those seeking advisement training to one of the 5 advisor trainers and ask them to set up an appointment with each other for training.
 - b) The advisement center was not involved in compensation or time-release for trainers, if any.
 - c) As of Fall 2011, this program has been inactive. The provost's office took over the decision to identify and study the current training needs. The provost's office is yet to decide about the training protocol for future advisors, if any. S. Rosengart mentioned that in the AY 2011-12, the advisement center and UCC council have collaboratively offered 4 training sessions for advisors.
 - d) G. Sherman was requested to determine current status for training academic advisors for the future, from the provost's office.
- 3) **Declaring a minor:** N. Trelisky and J. Alaya were invited to discuss the current process of declaring a minor and feasibility for automating the process.
 - a) N. Trelisky explained that a student can declare any minor, without the chair person's approval. S. Rosengart mentioned that currently students can walk-in to the advisement center and fill in a form to declare a minor as long as they have a major.
 - b) N. Trelisky said that oftentimes students select a minor within their major department and are unaware that at least half of the minor credits should be outside the major. That is at least half the credits cannot be double counted for major and minor.
 - c) Students frequently change their mind about the choice of the minor and end up completely dropping the minor so as to graduate in time.
 - d) J. Alaya explained that in order to declare a major, a student has to log-in their WPU account, and click on Add/Change/Delete a major. An automated email is sent to the

- chairperson of the department, who then needs to approve the student to be accepted in the major.
- e) N. Trelisky recommended that the process of declaring a minor should duplicate the process of declaring a major.
 - f) T. Leshner moved that the Advisement & Registration Council request the Senate Executive Committee to duplicate the process of declaring a major for declaring a minor. T. Fallace seconded the motion.
 - g) There was discussion about the motion – J. Alaya said that it was possible to automate the system, and to check a well-defined set of conditions. G. Sherman mentioned that the chairpersons would need to be reminded of the rules for minors, which are now checked by the registrar’s office manually on a case-by-case basis. G. Sherman also mentioned that the automation of declaring a minor will help students graduate in a timely manner and avoid last-minute glitches forcing them to drop the minor as is the case for many. G. Sherman and N. Trelisky emphasized that including the chair person in the process of declaring a minor, will enable the chairpersons to communicate and advise their minors directly, appropriately and in a timely manner. They also pointed out that with the new UCC, several credits have been freed, in order to enable students to pursue a minor.
 - h) A & R council unanimously voted in favor of the motion. The A & R council will request the Senate executive committee to endorse the resolution to duplicate the process of declaring a major for declaring a minor.
- 4) Discussion of the advisement model: S. Rosengart and G. Sherman provided an overview of the current advisement model for freshmen.
- a) Two advisors proactively contact freshmen to meet with them 4 times (twice in fall and twice in spring) during the academic year. Peer counselors are also sought in order to make a contact with freshmen who do not make appointments to see the advisors. The first meeting is to help students orient themselves and to assess their needs. The second and fourth meetings are to help them with course selections for upcoming semesters. The third meeting is to guide them with career choices available in their majors or to help them choose a major if they don’t already have one. The advisement center resources for career planning are available online <http://www.wpunj.edu/career-advisement/career-development/>
 - b) In order to help students declare a major, or to identify their skills, the advisement center uses *Focus* an interactive computer program, and another paper-based interest inventory. S. Rosengart and G. Sherman mentioned that the advisors are professional and do not influence students to change their major.
 - c) There is one liaison for each college, who communicates with the dean and all the chairs in order to provide up-to-date and relevant advisement to students. Certain majors such as nursing, Honors, EOF do not use this model, even for their freshman class, because of their exact and rigorous requirements as soon as a student is accepted.
- 5) G. Sherman mentioned that it would be nice to have students swipe their i.d.’s every time they go for advisement or participate in any campus event. This would enable studying the

correlation between student participation in various campus activities and their success in college.

- 6) T. Fallace, M. Esther and J. Champanerkar have requested to continue on the Advisement and Registration Council for a second term. T. Leshner, V. Avdeev and G. Sherman will continue to serve for the second year of the 2-year term in AY 2012-13.
- 7) New Business: None

The meeting adjourned at 1:45pm.

Respectfully submitted,

Jyoti Champanerkar

April 9, 2012.