

William Paterson University of New Jersey  
Advisement and Registration Council of the Faculty Senate  
Minutes for Monday, November 14, 2011, Cheng Library, Paterson Room

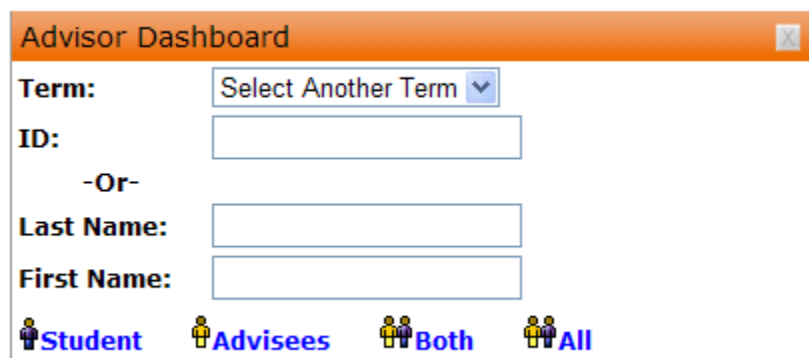
**Present:** Valeriya Avdeev, Jyoti Champanerkar, Tom Fallace (co-chair), Tina Leshner, Esther Martinez (co-chair), Glen Sherman, Victoria Wagner

The meeting was called to order at 12:40pm.

The agenda was approved. The minutes for the October 10, 2011 meeting were approved.

**Advisor Menu for WP Connect:**

Before our December meeting, Martinez and Fallace will meet with Brian Fanning to review the advisor menu layout and content. The Council is interested in making this content available for the next advising period in March 2012 but need to know whether this is realistic for Fanning given his many other responsibilities. Martinez and Fallace will also seek clarification about whether we have enough content for a tab in WP Connect or whether this will be incorporated into the new Advisor Dashboard menu in the Faculty tab in WPConnect as seen below:



The image shows a screenshot of a web application window titled "Advisor Dashboard". The window has an orange header bar. Below the header, there are several input fields and a dropdown menu. The "Term:" field is a dropdown menu with "Select Another Term" and a downward arrow. The "ID:" field is a text input box. Below the "ID:" field is the text "-Or-". The "Last Name:" field is a text input box. The "First Name:" field is a text input box. At the bottom of the form, there are four radio button options: "Student" (with a single person icon), "Advisees" (with a person and a smaller person icon), "Both" (with two person icons), and "All" (with a group of three person icons).

Martinez and Fallace will invite Nina Trelisky and Sharon Rosengart to our December meeting to review our recommended layout and content and determine if they have any suggestions based on their expertise in registration and advising. Prior to our December meeting, Fallace will send out an executive summary of the history of this project (faculty survey results, 2010-11 council charges, our vision for the online resource, etc.) to the group and the invited guests.

Martinez shared our suggested layout and content with UCC co-chairs, Kathy Malanga and Jean Levitan. Levitan was interested in having split screens showing degree audit and control sheet simultaneously.

Final wish list item for our advising menu: list of department chairs and secretaries. We are unsure if this document exists. If it does not exist, who will create and maintain such a list? The Provost's office may maintain this list?

**Advising Notes:**

The council discussed the Advisement Notes feature, comments included:

- Online note-taking is time consuming and in some cases duplicates paper forms required by the department. Using notes is not user-friendly.
- Having notes online is the only way to keep notes centralized, accessible to multiple advisors, and could help to eliminate department paper forms.
- The Advisement Center maintains all notes online – it can be done!
- Who updates Notes in open advisement periods and group advisement sessions?
- Can we develop standard language as shorthand for typical advisement statements? Drop down menu choices? Can departmental or major/minor/certification checklists be developed?
- WPU advisement culture must change to get more faculty members to use Notes.
- We will add this to the agenda for our December meeting to discuss with Trelisky & Rosengart.

**Master Advisors:**

Sherman will investigate and determine if the Master Advisor (or some iteration) program still exists. Leshner mentioned that some, but not all, departments have faculty advisement coordinators (release time). These coordinators lead workshops, serve as go-to person for advising questions and mentors new hires. The Council would encourage the revitalization of this program in colleges and/or departments.

**Advisement Center Student Survey:**

Sherman will report on the Advisement Center's student survey at our December meeting. 550 students completed the survey about their advisement experience. He reported the findings to the Senate Executive Committee in October.

Our next meeting will be at 12:30pm on Monday, December 14, 2011 in the Cheng Library Paterson Room.

Meeting adjourned at 1:30pm.

Respectfully submitted,

Victoria Wagner

November 15, 2011