

William Paterson University of New Jersey
Advisement and Registration Council of Faculty Senate
Meeting Minutes for December 12, 2012, Cheng Library, Paterson Room

Present: Valeriya Avdeev, Michael Boroznoff, Jyoti Champenerkar, Tina Leshner, Esther Martinez, Glen Sherman, Victoria Wagner

Guest: Jane Zeff, Director of Institutional Research and Assessment

The meeting was called to order at 10:45 am.

Valeriya Avdeev distributed a revised agenda which corrected a typo on the previously emailed agenda. Martinez requested adding an item to the agenda: Discussing Declaring Minors Online with Department Chairs at Today's Chairs Meeting. This became item 4 on the revised agenda. The revised agenda was approved unanimously.

The minutes of the November 14, 2012 meeting were approved unanimously.

The Council invited Jane Zeff to the meeting to determine if there is an existing assessment tool for advisement being used on campus. Zeff replied that the Associate Deans of the Colleges of Science and Health and Arts and Communication conduct advisement assessment surveys. She will review the instruments used in their surveys and share with the council. Zeff is also happy to review any instrument for clarity, flow, and language before we use it. Glen Sherman stated that the College of Business revised the Advisement Center's assessment tool to survey their students.

Sherman stated that the Blue Ribbon Task Force reviewing advisement does not have examples of instruments used in the past or the reports analyzing the assessment data collected. The consultant working with the Task Force, Tom Grites, may also have tools to recommend. Sherman and Leshner will ask him about this at the upcoming Task Force meeting.

Esther Martinez stated that she and Michael Boroznoff will attend a Chairs meeting later today. The Council learned from our 2010 faculty survey that there is interest in moving the declaration of minor from a paper to an online form. Martinez and Boroznoff will present this suggestion to the Chairs and ask for feedback. If there is interest in automating this procedure, there are many other considerations. We would need to know if the chairs would want to approve these minor declarations, review them in any way, or simply have access to them. The Council will work with Information Systems to develop an online form that works best with the departments. Colleges and departments may want to consider policies that will better control the declaration of minor, such as: requiring a minimal GPA or minimal number of credits in their major before declaring a minor, requiring approval, or only allowing upper level courses to

count toward the minor. It is unknown if the ease of an online form will increase the number of minor declarations and what impact this may have on department chairs. Martinez and Boroznoff will report back at our next Council meeting.

The Council will meet Monday, January 28th at 12:30pm in the Library's Paterson Room.

Meeting was adjourned at 11:55am.

Respectfully submitted,

Victoria Heenan Wagner