Advisement & Registration Council
Monday, November 9, 2009
9:30AM – 11:00AM
Atrium 258

Called to Order: 9:30AM   **Adjourned:** 11:00AM

Present: Fuller Stanley, McMahon, Pinkston, Rosenthal (Chair)

Excused: D'Amico, Ekmekjian, Joachim, Williams

Visitors: Nina Trelisky, Registration Services; Sharon Rosengart , Career Development and Advisement Center.

Agenda:

1. **Review minutes from October 15 meeting: Unanimously approved.**

2. **Registration Services; Career Development and Advisement Center**
Nina Trelisky, Registration Services, and Sharon Rosengart, Career Development and Advisement Center, were in attendance to discuss the status of issues and requests that arose from the 2009 "Faculty Forum on Advisement" and "Banner Focus Group".

From this discussion, the following points emerged:

1. A suggestion made at the 2009 meetings was that for the sake of efficiency, Course Waiver/Substitution forms should be electronic rather than paper. Trelisky's office agrees with this notion, but stated that in terms of prioritizing, they were looking to first make Grade Change Forms electronic rather than paper. Following this implementation, they would look at also making Waiver/Substitution forms electronic.   However, prior to implementing electronic Grade Change Forms, she felt that there needed to be consensus among decision makers. She planned to hold a meeting in March to discuss this issue.

2. At the 2009 meetings, it was requested that faculty 855 numbers not appear on student transcript or degree audit print outs. As of the meeting, faculty 855 number had been removed from these documents. However, the default mode in Banner is that these numbers appear, and therefore following certain internal interactions with Banner, it is possible that the numbers will reappear. Faculty should take note of this and let Brian Fanning or Nina Trelisky know if we notice the 855 numbers on these documents so that they can be "turned off".

3. A request was made to have students with double majors view the same information, i.e. degree audit information, regardless of which major they are looking under. Because of the issue of different requirements for different majors, students often get conflicting information. Unfortunately, this request cannot be granted. Within Banner, each academic "program" is its own entity and has its own degree requirements. To make every conceivable combination of majors for dual majors is inconceivable (too many possibilities). As far as allowing students to have a "second" major, they should ADD the second major rather than CHANGE or DECLARE

majors, and then their first and second major will appear, even if the combination does not exist as a separate program. Students should look to their first major for General Ed. Requirements, and to the second major ONLY for major requirements.

4. The request to have degree audits streamlined so that we no longer have the detailed AND the general is being worked on and is in fact on Lisa Brennenson's project list. The decision is to go with the general degree audit – but with more explanation to add to its utility.

5. As of Spring 2010 (by March), per requests made at the 2009 meetings, additional color coding including choice of presentation will make degree audits/degree evaluations more reader friendly.

6. As of the meeting, Banner's default term was Fall 2005. Trelisky understands that this is a problem and is working on getting this fixed.

7. A request made was whether degree audits could show just "Unmet" course requirements, rather than a jumble of what is and what is not met. While this request cannot be fulfilled completely because of the need, per Registration Services, of displaying both fulfilled and unfulfilled requirements, the new color coding and font size capabilities of Banner 8 will make these distinctions more salient.

8. Rosengart discussed a remaining major area of concern, namely the improper advisement of Transfer Students – those with and without AA/AS degrees. For Transfer students who hold associate's degree, the onus lies with them to be sure their status is updated and their degree is posted. Faculty should be sure to ask students if they have the degree, and if it does not appear as such in banner should remind students to have their degrees posted.

   As far as the articulation agreements go, WPU is not required to accept junior/senior level courses as substitutes for our courses; these would likely appear as electives. On the topic of electives, students should be encouraged to advocate for themselves if they feel they have already taken courses that show as required – but their credits have transferred in as electives. This is more likely to happen with colleges/universities with which we do not have articulation agreements. It was mentioned that it might be a good idea to include on acceptance letters to transfer students a recommendation that students compare their AA/AS or transfer credit transcripts with what we generate. It is possible that discrepancies will remain, and it is in their best interest to be proactive and advocate for themselves.

   Finally, it is clear to faculty and others that some faculty remain insufficiently versed in the various articulation agreements, or how transfers can go about improving their situation. Additional training may be offered; in the meantime, Trelisky, in collaboration with Rosengart, agreed to start sending out a (quarterly? Semi-annually?) "newsflash" or email update on changes to Banner or issues related to advisement. Greater communication between faculty

and these two offices is needed: Many of the requests and recommendations made at the 2009 meetings have recently been, or already had been, implemented. The problem remains that faculty and others concerned with advising are not always aware of updates and changes.

Future Meeting Dates:
A Doodle survey will be distributed in order to schedule the next meeting date.