

**Minutes of meeting: Advisement and Registration council of the WPU Faculty Senate
Monday, Jan. 28, 2013 Paterson Room, Cheng Library, WPU**

Present: Victoria Wagner, Jyoti Champanerkar, Tom Fallace, Tina Leshner, Esther Martinez
Guest: Joseph Alaya, Library & Technology

- The meeting was called to order at 12:35pm.
- Agenda was approved unanimously.
- Minutes of the Dec 12, 2012 meeting were approved unanimously.
- Joseph Alaya showed a *demonstration version* of the online **Change / Declaration of Minor** form. In this version the form had two questions. Question 1 has the option of declaring a new minor or selecting one of the existing minors. Question 2 had the option of Removing a selected minor or selecting a minor from a drop box to add. The student then clicks a button to request the changes. The student gets a message on the screen confirming the request has been made. The chairperson of the new minor will receive an email alerting her/him of the request. The chairperson can view the name, 855 number, old minor, new minor, transcripts, test scores and notes for each minor requested from this screen. The chairperson can enter comments, and choose to accept or reject a minor.

The council made three recommendations:

- i) That the current major and GPA be shown to the chairperson along with other information.
- ii) That the system have built-in checks assuring that a student has a major before adding a minor; and that a student's current GPA is 2.0 before she/he is able to declare a minor. The GPA check is similar to that of a major, but may be modified later on by individual departments.
- iii) The chair should be notified by email if a student drops a minor.

The council approved the form for change / declaration of a minor with recommendations. Joseph Alaya requested that the recommendations be emailed to Sharon Rosengart (Advisement Center), Dr. Sherman and to Joseph Alaya himself.

- Tina Leshner updated that the Blue Ribbon Task Force will be working toward developing a conceptual model based on that committee's findings. Tina also said that she would request Tom Grites on the Blue Ribbon Task Force to provide recommendations for tools of assessment of advisement.
- It was decided that the council will work towards obtaining different tools currently used in assessing advisement by different Colleges. Esther Martinez said that she would reach out to the deans to determine advisement assessment tools used in different colleges. She will also contact Dr. Jane Zeff and Dr. Glen Sherman to ask if the assessment tools discussed at the December 12, 2012 meeting are now available for the Council.

The meeting was adjourned at 1:40pm.

Respectfully submitted,

Jyoti Champanerkar