

YEAR END REPORT

COUNCIL: Advisement and Registration

ACADEMIC YEAR: 2019-2020

COUNCIL MEMBERS: Elizabeth Stroppel, Chair; John Bae; Elizabeth Brown, (Substitute) Chair; Tashia Burton; Francis Cai; Neil Grimes; Fanny Lauby McKinley; Scott Scardena

ADMINISTRATION: Danielle Liautaud; Carmen Ortiz

ADVISEMENT AND REGISTRATION COUNCIL CHARGES:

Standing Charges:

1. Review undergraduate advisement and registration policies and procedures and recommend revisions and/or new policies as needed.
2. Identify problems and recommend means for improvement in undergraduate advisement and registration policies.
3. Work with administrators involved in areas of undergraduate Advisement and Registration to recommend ways to facilitate policy implementation.

Additional charges (Priorities for 2019-2020)

1. **Continue working on Advisor tab, which includes online training and other resource links for Advisors. Present to the Senate.**

After sharing with Joe Alaya of IT our concerns and suggestions for a revised Advisor tab last year, a new tab was activated in October 2019. The Council scrutinized this new tab and listed areas that still seemed problematic, such as dead links and missing information. Another area that we needed to find out about was updating how-to videos linked to the site. Carmen Ortiz and Tashia Burton were to address these points with IT and the Registrar.

Our work did not get presented to the Senate. Clarification remained an ongoing process, and the pandemic disruption occurred.

2. **Continue developing a visual presentation form of syllabus to address expectations and definition of the roles of advisor and advisee, along with other points. Incorporate this or links to this in online training tool.**

The Council looked further at syllabi from similar universities, identified one, and assigned different parts of it to members to modify sections to our needs, such as Advisement Timetables and FAQs. In the midst of doing this, again, Covid-19 disruptions deterred progress.

3. **Consult with the union on the recommendation that colleges should mandate initial and ongoing training for their advisors.**

No progress.

- [4. **Collaborate with the Assessment Council to develop a proposal for an assessment of departmental advisement.]**

Although this charge was omitted on our list of Additional Charges for the 2019-2020 academic year, the Assessment Council still had it as part of theirs. We, therefore, continued to work with them on this. Assessment Council Co-Chairs, Cara Berg and Sharon Ryan, sent us a draft document to begin to solidify what that cooperation would entail and how to proceed. Substitute Chair of Advisement, Liz Brown, and Co-Chair Cara Berg met on Zoom to further this document. Berg was to take document to her Council next to discuss union connection to the process. This remains on the agenda for next year.

Recommended Charges for The Next Academic Year:

1. Continue working on refining new Advisor tab, which includes online training and other resource links for Advisors.
2. Continue developing a visual presentation form of syllabus to address expectations and definitions of the roles of advisor and advisee, along with other points. Incorporate into Advisor tab and new Student tab.
3. Consult with the union on the recommendation that colleges should mandate initial and ongoing training for their advisors.
4. Continue to collaborate with the Assessment Council to develop a plan for assessment of departmental advisement, beginning with student focus groups.