Summary of Recommendations of the Ad Hoc Committee on Academic Advisement and Registration to the University Senate
November 11, 2015

<table>
<thead>
<tr>
<th>Proposal # for Senate Agenda (letters refer to sections in the Summary at the end of this document)</th>
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<th>Rec.# in the Ad Hoc Report</th>
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E. **Modification of Faculty Handbook**

17 | Adoption of modern ideas and practices of developmental advisement has been uneven at Western. In order to inform University partners of these models and to encourage their use, the Ad Hoc Committee recommends the adoption by the University Senate of the following statement, to appear in the Faculty Handbook under University Policy and Procedures, Instructional Departments, IV. Faculty and Department Responsibility for Student Advisement (page 100)  

> “Academic advisement is an essential element in student academic success. The responsibilities for academic advisement at Western are shared between the Academic Advisement Center, which provides guidance for all students prior to the declaration of a major, and the Academic Departments, which advise students within their majors.”

The establishment of a University Senate standing Committee on Academic Advisement and Registration (detailed below) will promote education on developmental advisement and improve communication on best practices of advisement throughout the University. This Committee will also foster collaboration between
advisement partners at Western, and emphasize effective and quick resolution of any conflicts between partners.

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Key Proposals:

A. Creation of a standing Committee on Academic Advisement and Registration

[Recommendation #16]: We recommend that the University Senate create a standing Committee on Academic Advisement and Registration. This Committee will be composed of 14 members, and will have responsibilities in five key areas:
1. To facilitate communication and coordination among teaching faculty, departmental chairs, Deans, the Academic Advisement Center, and students in the development and operation of Western’s shared system of academic advisement.
2. To promote the implementation of best practices of developmental advisement.
3. To create and administer an Academic Advisement Certificate program to provide continuing education on advisement practices and procedures.
4. To conduct triennial reviews of advisement effectiveness and practices in the University and to report these findings to the University Senate and the Provost.
5. To recommend policy or procedural changes to the University Senate and Provost to enhance the effectiveness of academic advisement.

In addition, the Committee on Advisement and Registration will provide those departments which wish to implement student evaluations of advisement with samples and relevant research on such evaluations. The Committee will create and maintain a webpage for faculty which provides material on “best practices” in advisement.

[See Appendix #3 for the proposal for this Committee. It is included at the end of this document.]

B. Requirement for Departmental Statement on Advisement:

[Recommendation #3]: We recommend that the University Senate adopt a requirement for all academic Departments to file a Statement of Advisement with their Dean by November 1st of each academic year. This Statement should include the following information: how new advisees are distributed among departmental advisors; which members of the department provide advising, and the reasons any faculty members may not do advising; departmental policies on the length of time of advising sessions; the department’s methods for notifying students of advisement appointments; the procedures for record keeping of each advisement session; the method used to provide FERPA protections for student records; advisor checklists; and advising syllabi or guidelines provided to student majors and to faculty advisors.

[Recommendation #4]: Each Department will also indicate within the Statement of Advisement of how advising within the department will be provided for students during Inter session and each Summer Session, and which members of the Department are responsible for this coverage. In the absence of any written description for Summer and
Intersession advisement in a departmental Statement and the approval of the Dean, the Chairperson will retain that responsibility.

[Recommendation #5]: Each Department is required to keep a record of each student advisement session with an advisor. This record should indicate the date and time of the advisement session and a brief summary of advising recommendations. These records should be maintained in a manner consistent with students’ rights of privacy. Departments may request secure transfer of student records in cases in which a student changes a major.

[Recommendation #6]: The Statement of Advisement will also be posted on each Departmental Website.

C. Additional Departmental Advisement Proposals:

[Recommendation #9]: Departments may move to electronic scheduling of advisement using Target X software.

[Recommendation #8] Departmental secretaries shall be responsible for gathering all advising hours for faculty, and providing email notification to majors of these hours.

[Recommendation #11]: Students are to retain the same advisor in their major, but may request the Chair to assign them to a different advisor.

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[Recommendation #10]: All students with a declared major may only be advised by a faculty member in that discipline, or by the Dean of that School. Students on probation may be advised by the Academic Advisement Center, in addition to a faculty advisor, during the period of probation.

[Recommendation #1]: The Ad Hoc Committee shares the recommendation of the Student Success and Retention Task Force (Final Report, August 26, 2015) that the Western website be redesigned to be user friendly. A revised website should include complete and clear links on all aspects of advisement, with complete information for both advisor and
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[Recommendation #21]: The Ad Hoc Committee recommends that student records files shall be made electronically available to all participants in that student’s academic career, while ensuring FERPA compliance.

[Recommendation #30]: The Ad Hoc Committee recommends that Orientation of new students include an introduction to advisement services and practices, and an explanation of the shared model of advisement at Western.

**E. Modification of Faculty Handbook:**

[Recommendation #2]: Adoption of modern ideas and practices of developmental advisement has been uneven at Western. In order to inform University partners of these models and to encourage their use, the Ad Hoc Committee recommends the adoption by the University Senate of the following statement, to appear in the Faculty Handbook under University Policy and Procedures, Instructional Departments, IV. Faculty and Department Responsibility for Student Advisement (page 100)

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The Ad Hoc Committee recommends this as a replacement:

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**F. University Practices/ Registrar’s Office:**

[Recommendation #7]: Faculty and students should receive individual email notifications from the Registrar’s office of the period of advisement for fall and spring semesters two weeks prior to the day advisement begins.

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Appendix 3:

Ad Hoc Committee on Academic Advisement and Registration
Proposal for the Establishment of a University Senate Standing Committee on Academic Advisement and Registration.

Committee to be called (University Senate) Committee on Academic Advisement and Registration

I. Objective: To ensure that academic advisement practices and procedures are consistent with the mission of Western Connecticut State University.

II. Responsibilities of Committee
A. To facilitate communication and coordination among teaching faculty, departmental chairs, Deans, the Academic Advisement Center, and students in the development and operation of Western’s shared system of academic advisement.
B. To promote the implementation of best practices of developmental advisement.
C. To create and administer an Academic Advisement Certificate program to provide continuing education on advisement practices and procedures.
D. To conduct triennial reviews of advisement effectiveness and practices in the University and to report these findings to the University Senate and the Provost.
E. To recommend policy or procedural changes to the University Senate and Provost to enhance the effectiveness of academic advisement.

III. Membership of Committee (14 members; 13 voting members)
Representative of the Provost (voting)
Representative of the Academic Advisement Center (voting)
Representative of the Student Government Association (voting)
Representative of the Registrar’s Office (voting)
Representative of the Office of Student Affairs (non-voting)
Five (5) teaching faculty members, one elected by and from the teaching faculty of each of the four schools and one elected by and from the Librarians/Counselors/coaches group, for overlapping 2-year terms
Student member elected or appointed by Student Government Association (voting)
Two faculty members at large (voting)
One non-teaching faculty member elected by and from those represented by SUOAF-AFSCME (voting)
IV. Conduct of Business

A. Meetings
1. Meetings are to be convened by the Chairperson. In the absence of the Chairperson, his or her designate shall convene meetings, except as follows: If no new Chairperson is elected at the last meeting of the academic year, then the President of the University Senate will designate a committee member to convene the committee.
2. A quorum shall consist of a majority of voting members.
3. Meetings are to be held not less than three times per semester during the academic year and at the request of the Chairperson.
4. The call to meeting, accompanied by the agenda, shall be delivered to committee members at least three school days prior to each meeting.
5. Ordinarily, no decision shall be made on policy or procedural proposals at a meeting the first time such items are discussed unless said material was received by the members at least three school days prior to the meeting.
6. Decisions of the committee require a majority vote of the members present.
7. Concerned parties may attend meetings to discuss, or be invited to discuss, particular items on the agenda.
8. The committee operates under a modified form of parliamentary procedure.

B. Officers
1. The chairperson shall be elected by a majority vote of elected members in the spring semester, following new member elections and preceding commencement.
2. The position of secretary shall be filled by each member in turn on an alphabetically rotating basis, unless otherwise agreed to by the Committee.

C. Reports
1. To whom reports are given:
a. The committee, through its chair, shall report all policy recommendations to the University Senate.
b. The committee shall submit an annual report to the University Senate.
c. The committee shall report to the appropriate departments and school deans and the Director of Academic Advisement concerning recommendations regarding academic advisement procedures and recommendations.
d. The committee shall report to the Provost/Vice President for Academic Affairs (as the University President’s designee) for appropriate administrative review of the committee’s recommendations.

D. Minutes
Minutes of all meetings shall be distributed to:
1. All members of the committee.
2. University Senate President.
3. University Senate Archivist (2 copies).
4. Provost/Vice President for Academic Affairs.
5. The Director of the Academic Advisement Center.
6. The Registrar.
7. SGA President.

E. Amendments
These Bylaws may be amended by two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, and the approval of the University Senate and the President of the University.