

Committee on Academic Advising  
October 19, 2010

Attendance: Bigley, M.P. (SEPS), Larsen, K (Phys & Earth Sci), Nicoll-Senft (Spec Ed), Mulrooney, J (BMS), Petterson, P (Poli Sci), Jones, C. (Chem), Doyle, C. (Eng), Pudlinski, C. (FYE, Comm), Poppe, K. (CACE)

Meeting Called to order at 2:37 by M. P. Bigley

Minutes of October 5, 2010 (approved with minor correction of misspelled name- Kristine Larsen)

**Update on Advising for Registration Site:**

- Several new links have been added to the blackboard page which will be moved to an actual website for the start of advising/registration, on or around 10/25/10.
- Suggestion to change the name of the link on the A-Z index to "Advising Resources for Registration".
- Jim will ask Candace to make an announcement about the new page at the Senate meeting on Monday.
- Suggestion to add a statement on the page inviting faculty/users to send comments, feedback and suggestions to M.P. Bigley.
- Send note to all Academic Departments, informing of new web site – suggested that memo be sent to Courtney McDavid from the committee for distribution to all academic departments.

**School Based Centers:**

Discussion concerning the school based centers was continued from the last meeting.

One area of concern is the role of the transfers and articulation office. Committee feels strongly that intake of transfers/coordination with the transfers and articulation office should be handled through the school based center. School based centers should be the point of contact for transfer students. It is recognized that each school may vary in how they handle the intake of transfers.

Role of the School Based Centers:

The committee came up with 6 basic areas for the role of the school based centers. It is recognized that some of these roles will be in coordination with other offices /units on campus.

- Intake of transfer students/coordinate with transfers and articulation office
- Assist in probation and dismissal
- Provide career related activities for majors within the school
- Coordinate with alumni office on various activities
- Serve as a point of contact in the school where there is increased availability for students (open later in the evening)
- Provide site for tutoring.

Next step is to prepare a proposal for the UPBC. A subcommittee was created to put the proposal together. K. Larsen, P. Petterson, M. Horan, M.P. Bigley, J. Mulrooney

Adjournment 3:46pm

Next Meeting – Nov 2<sup>nd</sup> 2:30-4:00 HB 222

Respectfully Submitted,  
James Mulrooney  
Secretary