

## Minutes of the Advising Council, February 2, 2018

**Members present:** Kate Juliani, Stacey Culleney, Peter Hagen, Jung Lee, Joe Lema, Marcy Isabella, Rachel Kirzner, Steve Kalman, Sandy Chen, Cindy McCloskey, Caitlin Pittenger, Chris DiSanto, Anthony Dissen, Meg White (virtually), Cheryl Vaughan-Jones, Paula Dollarhide, Emma Kluesner

1. **Career Center updates:** Dayna DiFiore sent along a flyer for important dates for spring. Career Fair Preparation workshops begin in late February and early March. The Spring Career and Internship Fair is Wednesday, March 7.
2. **Drop/Add:** Paula reported on drop/add for the Center for Academic Advising. We saw 468 people spring of 2017; this year we saw 620 students in a week. We have another staff member this year in education and the freshman class is bigger this year, as one explanation for the larger numbers of students. Faculty members reported drop/add went smoothly in their offices and they like the new computerized system that notifies instructors when there is a drop or add to the class list.
3. **Brown bag opportunities this semester:**  
“Getting Ready for Precepting” Joe LoSasso, Registrar, Paula Dollarhide, Academic Advising **Tuesday, March 20, 12:30 p.m. in C135 Wednesday, March 21, 12:45 p.m. in F226.** There is a new registration system coming for students that should be quite useful for students. Registrar Joe LoSasso will be here at our next meeting to demonstrate.  
  
Academic Advising will offer “Drop-in Advising Clinics” for face-to-face counseling on Degree Works or any other advising issues. Advising staff members will be available in Campus Center 242 (Conference Room)  
March 19, 3:30-5:00; March 21, 10:30-12:20 p.m.; and March 22, 2:30-4:20 p.m.
4. **New Preceptees:** Cindy McCloskey reported that new preceptees were assigned a preceptor. See chart at the end of the notes to see the average preceptor count.
5. **NACADA Regional Conferences:** The Region 2 NACADA conference will be March 21-23 in Dover, DE. The Region 2 2019 conference will be in Atlantic City, NJ. Hopefully many of us will be able to attend.
6. **Probation holds:** Probation holds have been placed on students. Students on probation (less than a 2.0 overall GPA) will be required to meet with us in advising to lift the hold and to develop a plan to come off probation.
7. **Degree Works updates:** Most faculty finding it very useful and like using Degree Works. We are still tweaking the scribe. Please let us know when there are issues so that we can correct them.

Emma Kluesner demonstrated our new link for transfer students to analyze their credits. Stockton is one of the few universities in the nation to use this system. Transfer students can

put in their credits on the website and see how their courses will transfer. The link is several places on the website. You can view it here: <https://dw.stockton.edu/transfer/#/>

8. **Graduation Check-Out:** You can view your advisees from your advisee list and review those students who have applied for graduation. You may wish to run CAPP and see if there are any issues you can address before we actually start forwarding the message to you that something needs to be done. Advising does take care of the 2+, 2- issues with students who may be under by two credits in their program, etc. and 2 under in another.

Paula explained the graduation “walk” rule: if a student is at 120 credits and just has a couple of courses to complete, the student can apply to “walk in the ceremony.” The link is accessible by going to the home page in the portal, important dates.

Spring 2018 commencement is in Boardwalk Hall on Friday, May 11.

Do not encourage students to apply to graduate when they have NOT completed requirements. Students don’t have to apply to graduate to apply to “walk.”

9. **Winner of Provost’s 2016-2017 award:** Tina Zappile (POLS) received the award this year. She is going to develop an online advising course for students in the new concentration in international relations for the Political Science major. Tina will be asked to provide a brown bag in the fall to share the results of her work. Thanks to Christine Gayda-Chelder, Joe Lema, and Anna-Pfeiffer-Herbert for reviewing the proposals.

10. **Accuplacer updates:** Emma Kluesner updated us on the procedure currently in place. Students who do not have an ACT/SAT score to place them in science or health science majors are getting a notice that they may take the Accuplacer math test to see if they can qualify to go directly into the major that requires a certain math score. Advising’s new professional assistant, Ryan Orlando, is now testing incoming freshmen and some transfers on Friday afternoons. More to come on this important project.

11. **Advising Consultant Visit:** Advising had a great visit with the advising consultant, Dr. Joanne Damminger. She met with our staff, the Provost’s office, the General Studies Dean, Assistant Deans, and a group of faculty, and students. She came back with a list of suggestions for the future. Her formal report was sent to us in late December, and we will have a closing the loop meeting with the Provost’s office.

- a. One of her action steps was to strengthen the role of the Advising council across the university
- b. Establish a protocol for effective and consistent advising sessions with preceptors, (students offered that sometimes they get conflicting information from preceptors)
- c. Embed career advising in all advising sessions
- d. More mentoring for new preceptors

- e. Develop a consistent advising syllabus as tool to communicate the importance of advising to students
  - f. Assess preceptor days—faculty brought up the point that students don't always come on preceptor days, and students often found preceptors were not in the office. Program meetings also scheduled on preceptor days.
12. **Guest Speaker:** Carra Hood discussed her grant-funded 2020 Precepting Symposium. The attached PowerPoint presentation summarizes key points. There were many recommendations from the 2017 Summer Institute. IDEA has also reached out to Stockton for recommendations on an instrument to evaluate precepting from both a student and faculty perspective. If adopted, this could be a big improvement to the current evaluation instrument in use at Stockton.

Division	Total Students Assigned	Average # of Preceptees/ Division	# of Preceptors/ Division
Staff (includes: deans, asst. deans, career center, EOF, Professional Staff	179	9	19
Academic Advising	681	114	6
ARHU	785	15	56
BUSN	1523	32	48
EDUC	643	40	16
GENS	357	13	28
HLTH	1253	37	37
NAMS	1284	18	70
SOBL	1627	28	61
TOTALS	8332	34	341

Respectfully submitted,

Paula Dollarhide

#	Question	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
1	Developing a relationship with my preceptees is very important to me.	58.33%	35.19%	3.70%	2.78%	0.00%	108
2	I am usually available to students through office hours, phone contact and/or email communication.	82.41%	16.67%	0.93%	0.00%	0.00%	108
3	A major part of my role as preceptor is to provide accurate information to students about their majors, courses and progress to the degree.	82.41%	14.81%	0.93%	1.85%	0.00%	108
4	An important part of my role as preceptor is to help students understand the goals and purposes of a liberal arts education.	37.04%	40.74%	16.67%	5.56%	0.00%	108
5	I often help students identify career options available to them.	46.30%	44.44%	9.26%	0.00%	0.00%	108
6	When appropriate, I refer students to other resources on campus, such as the Learning Access, Counseling Center, Career Center, or Tutoring Center.	65.74%	29.63%	3.70%	0.93%	0.00%	108
7	I believe the good advising is crucial to student success.	61.11%	33.33%	4.63%	0.93%	0.00%	108

8	I can usually answer student questions about Stockton's policies and procedures.	29.63%	53.70%	12.96%	3.70%	0.00%	108
9	I frequently help students identify experiences that will enhance their educational goals, such as service learning, study, abroad, and internship opportunities.	45.37%	38.89%	12.96%	2.78%	0.00%	108
10	I communicate my expectations about the advising relationship through an advising syllabus.	30.56%	15.74%	12.04%	19.44%	22.22%	108

13.

14. Visit by the consultant – Joanne Damminger and follow-up report—what do I want to cover here – advising syllabus/needs

15. What do I want to cover from the NSSE -

16. Not too early to think about who is going to come on the Advising Council for next fall. If this is your second year, you will rotate off and a new person comes on. If you are in your first year, you will become the senior member. Both of you could caucus to determine the next person who will come on and start asking who is interested at your program/school meetings. I really like to have this nailed down before school is out.

17. Carra Hood-