

**Committee on Academic Advising**  
**November 6, 2012**  
**Vance Academic Center 106**

Meeting was called to order at 12:19 pm by the chair, Paul Petterson.

Members in Attendance: Mary Pat Bigley, Kathy Czyrnik, Mary Horan, Tom Jarmoszko, Kevin Oliva, Paul Petterson, Ken Poppe. Guest: Chet Labeledz.

**Approval of 10/9/12 Meeting Minutes**

The minutes, submitted by Mary Horan, were approved.

**Chet Labeledz summarized the Blackboard comments to Powerpoints.**

Over the past two weeks committee members have posted their thoughts about the Transfer interview results on Blackboard. Chet summarized these comments to 37 points on five power point slides that ran continuously while we discussed the interview results.

Many of the survey interviewees had similar suggestions/comments such as:

- Earlier degree evaluation
- A better system for 1xx and 2xx courses to be evaluated for an actual course
- Advisors trained better
- Inaccurate transfer credit evaluations
- Confusing terms, Capp, Banner, Hyperion, Degree Eval
- Availability/Usefulness of Advisors

**An Advising App**

Tom suggested that if we could automate the system more perhaps we could develop an Advising App. This App would make it easier for students to move through the advising process.

**Resource issue**

The Registrar's office is performing degree evaluations for graduation. Currently, they are behind on completing these evaluations. There are students who are graduating in the spring that do not have their completed degree evaluations prior to registration.

It was suggested that students have a degree evaluation done sophomore/junior year to be certain that they are on the correct track. However, additional staff would need to be hired.

We will invite the registrar to our meetings to help us understand the process better. We would like to also see what other universities are doing.

### **Process Map**

Chet suggested that a way to approach the transfer process is by forming a process map. He showed an example of a process map for the current Management minor. This map identified 11 handoff delays (potential bottlenecks). He then showed us a revised process map for a possible new process. This new process only had 5 handoff delays.

A group will get together to look into developing a process map for the Admissions and Registrars Office.

### **Next Meeting**

**December 4, 12:15pm in Vance 106.**

Meeting was adjourned at 1:20 pm.

Respectfully Submitted,  
Kathy Czyrnik, Meeting Secretary