

superseded by S89-10

San José State University
SAN JOSE, CALIFORNIA 95192

(408) 277-2471

Academic Senate

ATSS (8) 522-2471

#S75-1

ACADEMIC SENATE POLICY RECOMMENDATION

The Academic Senate passed the following resolution as presented by
Is. Marjorie Craig, Chairwoman of the Student Affairs Committee (and
s amended on the floor of the Senate). This proposed policy supersedes
Academic Senate Policy #S72-11.

University Policy on Undergraduate
Academic Advisement

- Whereas One of the most important relationships between students
and faculty is that which develops during the cooperative
planning of an academic degree program; and
- Whereas Official recognition of the importance of the advisory
function is manifested in the staffing formula for instruc-
tional faculty which provides professional time for this
purpose; and
- Whereas The current condition on this campus is one in which faculty
advisors are sometimes inaccessible to students and the
quality of academic advisement varies greatly from depart-
ment to department; and
- Whereas Lack of satisfactory and sufficient academic advisement
often alienates the student from the faculty and institution
resulting in withdrawal from the University or registration
in unnecessary courses at great expense to the State
of California and the student; and
- Whereas The University is now utilizing computerized registration
procedures which make pre-planning and personalized
academic advisement more essential than ever before; and

- s Significant progress in the upgrading of our academic advisement services seems to have occurred when school level coordination of advisement services has been rigorously enforced; and
- s The development of a centralized General Education Advisement service has proven effective in transmitting information about the general education and all-university requirements for graduation; now therefore be it
- ED That the General Education Advisement Center, in order to supplement department advisement, be officially designated as the University General Education Advisement Center and be budgeted with appropriate staff, equipment, and supply monies to serve the information and program planning needs of the entire undergraduate student population with regards to general education and all-university graduation requirements; and be it further
- ED That the Dean of each academic school be responsible for the development of a systematic program of Academic advisement for each department and program area within that school; and be it further
- ED That a departmental or program area Academic Advisement Coordinator be appointed for each unit with duties to be specified by the Department or Program Chair, such as the following:
- 1) Coordinating academic advisement in consultation with the chairperson and school dean or designee;
 - 2) Preparing materials needed for the primary advisement responsibility of each department, i.e.; the communication of curriculum requirements which have been approved by that department;
 - 3) Preparing career, pre-professional, and graduate school information in consultation with the Career Planning and Placement Services and appropriate professional and student organizations;

- 4) Preparing advisement information that focuses on the needs of older students, ethnic minority students, disabled students, and others with unique needs;
- 5) Developing an academic advisement program which provides continuity to the student;
- 6) Developing a schedule which will insure a faculty coverage for hours necessary to provide adequate academic advisement;
- 7) Developing a method of communicating to students the responsibility of the student in the advising process, the name of the academic advisor(s), the role of academic advisors, and channels available to the student who believes his/her academic advisement is inadequate;
- 8) Developing periodic orientation programs to focus on the nature of academic advisement, academic policies, and necessary forms of assistance to disqualified students and those seeking reinstatement;
- 9) Cooperating with the General Education Advisement Center in providing that quality of information which would help to assure the most efficacious advisement of students; and be it further

RESOLVED That effectiveness of academic advisement be recognized and given weight in deliberations pertaining to RTP; and be it further;

RESOLVED That the Dean of Undergraduate and Graduate Studies periodically evaluate the academic advisement programs.

ACTION BY UNIVERSITY PRESIDENT: RETURNED, but in the belief that quick approval of this serious effort to improve undergraduate advising can be forthcoming when two problems are addressed by the Academic Senate: 1) an administrative problem of deciding whether the University General Education Advisement Center should be assigned to the Office of Undergraduate Studies, which is presently responsible for general education, or to Student Services, of which it is now a part; and 2) a policy problem, inasmuch as the proposed new policy is silent about graduate advising but is intended to supersede ~~AS Policy S72-11~~ AS Policy S72-11, which is the present policy guiding graduate as well as undergraduate advising on campus. This particular problem, I believe, can be easily resolved if the Academic Senate would consider revising the proposal to include provisions for graduate advising, as S72-11 presently does.

AS Resolution S75-1 has important merits and I am anxious to give approval to it.

John H. Bunzel
John H. Bunzel
8-26-75

RECEIVED
MAR 14 1975
PRESIDENT
Col State U, San Jose