

**Council of Chairs  
September 4, 2012**

Present: John Adrian, Robin Benke, Jeff Cantrell, Cathie Collins, Tom Costa, Alex Edwards, Amelia Harris, Bryan Hoyt, Sandy Huguenin, David Kendall, Narda Porter, Rachel Tighe and Margie Tucker.

Absent: Suzanne Adams-Ramsey

Mr. Huguenin set the agenda for the meeting to include CLEP information, system updates by Narda Porter and advising goals.

Ms. Porter provided three CLEP (College Level Examination Program) handouts: [2012-13 CLEP Credit-Granting Recommendations](#), a [sample CLEP](#) credit at other colleges comparable to UVa-Wise, and [UVa-Wise Recommendation](#) (for CLEP credit). The best students generally take CLEP exams. Military students or special case students are primary examples of those using CLEP to gain college credit at UVa-Wise. The UVa-Wise CLEP recommendations were developed conservatively and can be used for existing and incoming students. CLEP exams do have a writing component and Ms. Porter will look into obtaining sample exams. Once CLEP standards are established, most times, schools do not revisit the process; however, Ms. Porter would recommend a full evaluation every 2 to 3 years. A rule for the number of CLEP credits allowed will be reviewed and addressed in the policy. Department Chairs were asked to review the recommended CLEP information, make comments and return the signed form to Ms. Porter by September 18, 2012.

Ms. Porter provided [handouts](#) with Transcript Tips, Catalog Updates, and Degree Audits-Portal Tips. She reviewed system updates to include advisor information and degree audit information. In Jenzabar, up to 3 advisors can be listed for a particular student (those skilled at coding can add more). She will see if it would be possible for the department to be added as an advisor for juniors and seniors. Degree audit information is located in the Portal under "Advising Management." The information located here will allow an advisor to see a student's course history, outstanding requirements, and add/drop courses. With the newness of the system and the complexity of degree audits, issues are to be expected because students have various types of transfer and other credit that may change from catalog to catalog. Issues that might exist won't be known until we actually work with it. Now that the system is in place, feedback from departments and advisors is appreciated and will help fine tune the major degree audits. Ms. Porter plans to visit with the departments and show them how the system works.

Alex Edwards questioned the form used for adding a second major. He said the form does not show if the major is primary or secondary and only one advisor can be assigned. Ms. Porter said the form can be revised to include a check box for either new major or second major and a comment box could also be added.

Margie Tucker suggested that starting this year, someone in the department must declare the student before registration to specify that the student is an honor student. John Adrian indicated that is done through an e-mail to Tammie Hale, Advising Center. Per Ms. Porter, the Registrar's Office, needs to receive that list also so that it may be coded into the system.

Mr. Huguenin discussed the advising process and the goal of returning advising of upper classmen to full-time faculty. He would like to meet with Rusty Necessary, Vice Chancellor for Enrollment Management, and Elizabeth Steele, Coordinator of Advising, Retention, and Assessment, to review the process and seek support for the transition. The proposed change would require upper classmen to see a full-time faculty advisor prior to registering. The student would not be eligible to advise himself or be advised by the

Advising Center and would be locked out of the system until he sees his advisor and the advisor gives permission to enroll. The plan is to build a culture in which scheduled advising days are available for students to meet with the faculty advisors; and for meetings outside of the scheduled times, the student would be responsible for contacting the faculty advisor. Mr. Huguenin suggested an advising retreat for one or two hours be planned some afternoon in the near future to discuss the information further. The key to the success of this effort would be training. Ms. Porter would provide support by visiting with the departments to review advising tools and senior faculty could mentor junior faculty. Mr. Huguenin asked the department chairs for their support in this endeavor and their response was positive. The projected timeframe for this initiative would be spring 2013 for enrollment in the fall. Details on an advising retreat will be forthcoming.