

ETCS Chairs' Meeting  
May 5, 2016  
ET 235 10:30-12:00 pm

Present: Judy Baker, Abdullah Eroglu; Linda Hite, Beomjin Kim, Kimberly McDonald, Carlos Pomalaza-Ráez, Nashwan Younis

Absent: Mary Jane Casiano

Purdue WL has decided not to do anything official about the budget from IPFW until September. Carl assumes this the advisor position will be approved. If not, Carl said he will fund it. This person should be in place for August. This person needs to assist the chairs in addition to Karolyn and Dawn. The Student Success Center can help with the 2 + 3 program and general questions but not with specific questions about transfers, etc. in our majors. Carl has approved advisors for other colleges. The primary duties of this position will be to do myBLUEprint and to assist students within their first year at IPFW. There are about 200-300 new students every year and one person really cannot handle them all. Carlos will advise Dr. Zoghi that we hire a second advisor next year. Kim has prepared a essential job description for this position with percentages. Kim reviewed advisor job descriptions from across campus and spoke with Carlos, Karolyn, and Dawn also about the duties. Here are the essential duties and percentages. This position should complement what the Student Success Center staff handles.

#### ETCS Academic Advisor Job Essential Responsibilities (DRAFT)

- Prepare plans of study via myBLUEprint for all incoming students. Work with ETCS Chairs to ensure transfer students have plans within myBLUEprint. 35%
  - In coordination with the academic departments, advise first year ETCS students On degree requirements, plans of study, and campus resources to successfully accomplish academic goals. 35%
  - Assist ETCS Student Success Center with recruitment and retention initiatives. 20%
  - Participate in ETCS and IPFW committees associated with advising as needed. 10%
  - Additional tasks, as assigned.
- (some evenings and weekends required for student recruiting, advising, and retention)

Kim was asked what the qualifications will be for this position. She indicated a Bachelors be required, Masters preferred. Nash indicated it should be someone familiar with the programs. Beomjin said that for CS their faculty will do the primary advising. For the student who indicates they don't need academic advising but needs assistance on other issues, we will have them meet with the new advisor. The CS department will use the paper for what we design, writing down for myBLUEprint, give it to the student and have the new advisor input it into the computer. If there is a problem with advising, the student should be sent back to the department to meet with the chair. Sophomores to Seniors will be advised by the department, freshmen. Carlos said please keep in mind – this is just one person; hopefully we will be able to get another one next year. December graduates must be on myBLUEprint.

Carl mentioned that he needs money. He might sweep all the miscellaneous accounts coming this July. As a heads up Carl may ask if you have very clear plans for the money. Have a plan of justification for this miscellaneous funds. Some deans have taken a percentage of these funds. Using the DCS formula is how the VCAA plans to fund the future S&E allocation.

ETCS College has no problems in the USAP report. The report should be live tomorrow. We will get feedback. There will probably be lots of complaints regarding USAPs recommendations.

Respectfully submitted,  
Mary Jane Casiano, secretary