

Faculty Senate Minutes
Thursday, August 30, 2018 at the Alumni House, 1: 30 p.m.

I. Attendance

K. Armbruster, K. Corley, G. Glasgow, T. Green, J. Haldeman, S. Jensen, D. MacCartney, J. Palmer, KK Pease, T. Reilly, G. Renz, L. Risik, C. Sagovac, H. Singaravelu, L. Teeter, P. Witkowski.

II. Old Business

1. Opening and new appointments to University Committees (*See Attachment A*)
 - a. **CRF** – There has been no progress in finding someone to fill the open LGCFA seat. P. Witkowski is up for review and needs to step down from her SOE seat. She will ask J. Sencibaugh if he would fulfill the rest of his term which she took over for him previously.
 - b. **Grad Council** – T. Green will ask around if anyone would like to fill the SOE seat. The Senate unanimously approved a motion by L. Risik, seconded by KK Pease, to appoint **Baichun Feng** as the SWBT representative on the Graduate Council.
 - c. **International Studies** – there has been no progress made in finding someone to fill the open SOC seat.
 - d. **Multicultural Studies** – The Senate unanimously approved a motion by T. Reilly, seconded by KK Pease, to appoint **Dongling Zhang** as an elected At-Large member of the Multicultural Studies Committee. The Senate unanimously approved a motion by T. Reilly, seconded by K. Corley, to appoint **June Kyu Park** as an At-Large member of the Multicultural Studies Committee. There are still two open At-Large seats on this committee.
 - e. **Publications Board** – there has been no progress made in finding someone to fill the open At-Large seat on this committee. G. Renz asks the Senators to ask around in their departments for candidates.
 - f. **Accessibility** – The Senate unanimously approved a motion by G. renz, seconded by G. Glasgow, to re-appoint **Gloria Grenwald** to the open At-Large seat on the Accessibility Committee.
2. The Senate unanimously approved a motion by G. Renz, seconded by T. Reilly, to accept the proposed estimated budget for the 2018 Fall Faculty Institute as presented by C. Guehring (*Attachment B*) as well as Program Option C: “Maintaining Academic Excellence and Faculty Morale in the Current Administrative and Financial Environment” (*Attachment C*).
3. President Stroble and Provost Schuster spoke with the Senate on various topics. No notes were taken per agreement with them.

4. S. Jensen and L. Risik describe an institute they attend this summer on academic advising called Pillars of Advising (*Attachment D*). They wish to establish a Webster global council for all Webster campuses that focuses on advising. They have discussed this idea with Nancy Hellerud and Eric Rothenbuhler. They would like to give an information presentation at the next Faculty Assembly meeting.

Meeting Adjourned: 3:40 p.m.

Attachment A

**FACULTY SENATE COMMITTEES FOR 2018-2019
(Version 8; Updated August 29, 2018)**

Yellow: Changes or problems. Grey: Seats that need to be filled. **Bold:** New 2018-19 members

Elected Committees (with some Senate Appointments)

COMMITTEE TO REVIEW FACULTY (Term: 3 years in Handbook)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
College of Arts & Sciences (Elected)	Martina Steed (<i>Appointed 9/7/17 by Senate</i>) (<i>Replaces Stephanie Schroeder who resigned on 8/14/17</i>)	May 2019
LG College of Fine Arts (Elected)	Replace Robin Assner-Alvey (<i>Up for promotion so cannot be on 2018-19 committee. Appoint for remainder of her term ending May 2019</i>)	May 2019
School of Communications (Elected)	Larry Baden (<i>Elected 2018</i>)	May 2021
School of Education (Elected)	Paula Witkowski (<i>Replace Joe Sencibaugh who resigned on 11/1/17 for remainder of year.</i>)(<i>Elected 2017</i>)	May 2020
Walker School of Business & Technology (Elected)	Xiaoyuan (Sue) Suo (<i>Elected 2017</i>)	May 2020
At-Large Faculty Members <u>Appointed</u> by the Senate	Ted Green (<i>Appointed May 17, 2018</i>)	May 2021
	Silvia Navia	May 2019

May 2019: 3 members

May 2020: 2 members

May 2021: 2 members

FACULTY SENATE (Terms: 2 years for Senators and 3 years for President in Handbook)

SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
College of Arts & Sciences (Elected)	Hemla Singaravelu (<i>Elected 2017</i>)	May 2019
	Karla Armbruster (<i>Elected 2018</i>)	May 2020
LG College of Fine Arts (Elected)	Lara Teeter (<i>Elected 2017</i>)	May 2019
	Gary Glasgow (<i>Elected 2018</i>)	May 2020
School of Communications (Elected)	Chris Sagovac (<i>Elected 2017</i>)	May 2019
	Kathy Corley (<i>Elected 2018</i>)	May 2020
School of Education (Elected)	Paula Witkowski (<i>Elected 2017</i>)	May 2019
	Basiyr Rodney (<i>Elected 2018</i>)	May 2020
Walker School of Business & Technology (Elected)	Elizabeth Risik (<i>Elected 2017</i>)	May 2019
	Jeff Haldeman (<i>Elected 2018</i>)	May 2020
At-Large Faculty Members (Elected)	Julie Palmer (<i>Elected 2017</i>)	May 2019
	Ted Green (<i>Elected 2017</i>)	May 2019
	Scott Jensen (<i>Elected 2017</i>)	May 2019
	Dani MacCartney (<i>Elected 2018</i>)	May 2020
	Terri Reilly (<i>Elected 2018</i>)	May 2020
	Kelly-Kate Pease (<i>Elected 2018</i>)	May 2020
PRESIDENT	Gary Renz	May 2019

May 2019: 8 members

May 2020: 8 members

GLOBAL CITIZENSHIP PROGRAM COMMITTEE (Term: 3 years in handbook, staggered so 3 or 4 member elected each year.)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
College of Arts & Sciences (Elected)	Julie Setele (<i>Elected 2018</i>)	May 2021
LG College of Fine Arts (Elected)	Doug Finlayson (<i>Elected 2018</i>)	May 2021
School of Communications (Elected)	Scott Jensen (<i>Elected 2017</i>)	May 2020
School of Education (Elected)	Ted Green (<i>Shifted from his At-Large seat to replace Basiyr Rodney who quit the SOE seat he was elected to in May 2017)(Changed term to reflect Ted's original term ending May 2019)</i>)	May 2019
Walker School of Business & Technology (Elected)	Jiangping Wang (<i>Appointed 9/21/17 by Senate</i>)	May 2020

At Large Faculty Members (Elected)	Janice Palmer (<i>Elected 2018</i>)	May 2021
	Lasanthi Gamage (<i>Elected 2018</i>)	May 2021
	Emily Thompson will fill in for Nicole Miller-Struttman during <u>Fall 2018</u> . (<i>Nicole replaced Julie Palmer who quit, term expires May 2019</i>)	May 2019
	Kristen Anderson (<i>Replaced Doug Finlayson for remainder of his term. He was appointed 9/7/17 to replace Roy Tamashiro who resigned (retiring) because D. Finlayson erroneously was elected to LGCFA seat while still serving in this role. Seat formerly CIS seat per GW</i>)	May 2019
	Ravin Kodikara (<i>Replaced Lasanthi Gamage who was appointed by Senate 12/14/17 to replace Ted Green who took over Rodney's SOE seat after Rodney quit.</i>)	May 2020
	Carla Colletti (<i>Co-chair 2017-18, elected 2017</i>)	May 2020

May 2019: 3 members

May 2020: 4 members

May 2021: 4 members

GRADUATE COUNCIL (Term: 3 years in Handbook)(Stagger fixed in 2018-19)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
College of Arts & Sciences (Elected)	Susan McFarlan (<i>Elected 2018</i>)	May 2021
LG College of Fine Arts (Elected)	Jacob Lassetter (<i>Elected 2017</i>)	May 2020
School of Communications (Elected)	Gary Ford	May 2019
School of Education (Elected)	Replace Paula Witkowski (<i>Appointed 12/14/17 to open seat</i>)	May 2021
	Ralph Olliges (<i>Appointed 9/7/17 to replace Paula Witkowski who resigned</i>)	May 2020
Walker School of Business & Technology (Elected)	John Orr (Chair)	May 2019
	Replace Ben Brink	May 2021
	James Curtis (<i>Elected 2017</i>)	May 2020
At Large Faculty Member (Elected)	Dongling Zhang (<i>appointed April, 19, 2018 by Senate for special 1-year term</i>)	May 2019

Fix stagger in 2018 by having the expiring at-large seat only serve a 1-year term in 2018 election (i.e., term will expire May 2019) (Done by Renz on March 19, 2018)

May 2019: 3 members
 May 2020: 3 members
 May 2021: 3 members

HONORS BOARD (Called <u>Academic Honors Board</u> in Handbook) (Term: 3 years in Handbook)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
At-Large Faculty Members (Elected)	Trent Patterson (<i>Elected 2018</i>)	May 2021
	Herman Krueger (<i>Elected 2018</i>)	May 2021
	Tate Foley	May 2019
	Gary Kannenberg	May 2019
	Elizabeth Risik (<i>Elected 2017</i>)	May 2020

May 2019: 2 members
 May 2020: 1 members
 May 2021: 2 members

INTERNATIONAL STUDIES COMMITTEE (Term: 3 years in Handbook)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
College of Arts & Sciences (Elected)	Hasmik Chakaryan (<i>Elected 2017</i>)	May 2020
LG College of Fine Arts (Elected)	Jeff Carter (<i>Appointed to Open seat on 5/11/17</i>)	May 2020
School of Communications (Elected)	Replace Julia Griffey	May 2021
School of Education (Elected)	Ted Green	May 2019
Walker School of Business & Technology (Elected)	Ben Brink	May 2019
At-Large Faculty Members Appointed by Senate from <u>self-nominations</u>	Dorcas McLaughlin (<i>Appointed by Senate on April 19, 2018</i>)	May 2021
	Paula Hanssen (Appointed by Senate to this open position after being reelected chair on 9/21/17) (<i>Replaces Roy Tamashiro (appointed by GW) who resigned on 5/19/17 due to retiring). This term extended to 2019 from 2018 to fix stagger.</i>)	May 2019 (Changed from 2018)
	Ryan Liberati (Appointed on 5/11/17)	May 2020
Chair <i>Appointed by ISC from elected members or appointed from non-elected faculty members</i>	Paula Hanssen (<i>Sent email on Sept. 6, 2017 saying she was reelected chair</i>)	May 2020

Former chair Hanssen reelected by committee, which appoints the chair. Can be from outside committee, which increases committee size. Numbers uncertain because depends on who is chair and Handbook says chair must serve 3 years. I think we should change committee's language for chair. Every other committee selects its chair from the committee members and committee size is fixed.

May 2019: 3 members

May 2020: 3 members (plus chair)

May 2021: 2 members

MULTICULTURAL STUDIES COMMITTEE (Term: 3 years)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
(NEW) <u>Elected</u> At-Large Faculty Members from Faculty Assembly (4 members)	Pinar Alakoc (<i>Elected 2017</i>) (<i>Status</i>)	May 2020
	Jong Bum Kwon (<i>Elected 2017</i>) (<i>Status</i>)	May 2020
	Julie Setele (<i>Elected 2017</i>) (<i>Status</i>)	May 2020
	Replace Ravin Kodikara (“ <i>Elected position</i> ” per GW and T. Reilly.) (<i>Status</i>)*	May 2021
(NEW) <u>Appointed</u> At-Large Faculty Members from Faculty Assembly (4 members starting June 1, 2017, down from 5 members before) Recommended by committee and Senate	Replace Dorcas McLaughlin (<i>Was an “elected position” per GW and T. Reilly, but on 5/11/17 committee shifted seat to “<u>appointed</u>” to conform to Handbook</i>). (<i>Status</i>)*	May 2021
	Replace Chris Parr (<i>Appointed 11/16/17 to replace Gad Guterman</i>) (“ <u>Appointed</u> position” per GW and T. Reilly. <i>Status</i>)	May 2021
	Chris Aaron (<i>Was an “elected position” per GW and T. Reilly, but on 5/11/17 committee shifted to “<u>appointed</u>” to conform with Handbook</i> .) (<i>Status</i>)*	May 2019
	Replace Celine Hong (“ <u>Appointed</u> position” per GW and T. Reilly.) (<i>Status</i>)	May 2019
(New) <u>Appointed</u> from <u>Contingent</u> Faculty starting June 1, 2017. Recommended by the committee. Must be contingent faculty, but doesn't have to be in Faculty Assembly.	Terri Reilly (<i>Chair</i>) (<i>Adjunct who was “elected” per GW and T. Reilly. However, on 5/11/17 T. Reilly agreed to change to an <u>appointed contingent</u> faculty seat to conform the committee to new Handbook.</i>)*	May 2019

*April 2017: Too many elected members; Problem fixed 5/11/17 by committee as noted in the table. “Regarding aligning the four elected members and the four appointed members, Dorcas McLaughlin and Chris Aaron have been shifted to appointed members. We should now be in compliance with the new handbook language and the stagger works.” (Reilly 5/11/17 email).

May 2019: 3 members

May 2020: 3 members
 May 2021: 3 members

PUBLICATIONS BOARD (Term: 2 years)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
At-Large Faculty Members (Elected)	Victoria Brown-Kennerly (<i>Elected 2018</i>)	May 2020
	Replace Steve Lattimore (<i>Appointed 6 /11/17</i>)	May 2020
	Larry Baden (<i>Appointed on 5/11/17</i>)	May 2019
	Linda Woolf (<i>Appointed on 5/11/17</i>)	May 2019
Ex-Officio Members <i>Terms of students members not specified in Handbook</i>	1. Faculty Advisor-Communications and Journalism Department, appointed by department chair 2. Faculty Advisor-Electronic and Photographic Media Department, appointed by department chair (The faculty advisors are appointed to renewable one-year terms) 3. Dean of Students Two (2) student members: 1. designated by SGA 2. designated by Media Association	

May 2019: 2 members
 May 2020: 2 members

SALARY AND FRINGE BENEFITS COMMITTEE (Term: 2 years in Handbook by implication)		
“A standing committee of four faculty members shall be elected by the Faculty Assembly. Membership is to be <u>rotated by two each year</u> . Elections are to take place in the spring.” (p. 30)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
At-Large Faculty Members (Elected)	Janice Palmer (<i>Elected 2017</i>)	May 2019
	Mike Hulsizer (<i>Appointed on 9/1/17</i>)	May 2019
	Doug O’Bannon (<i>Elected 2018</i>)	May 2020
	Ryan Liberati (<i>Elected 2018</i>)	May 2020

May 2019: 2 members
 May 2020: 2 members

UNDERGRADUATE CURRICULUM COMMITTEE (Term: 2 years as of AY 2017-18, formerly 3-year term) (NEW: 13 members, 2 from each school or college plus 3 at-large members as of AY 2017-18.)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
College of Arts & Sciences (Elected)	Stephanie Schroeder (<i>Elected 2018</i>)	May 2020
	Gwyneth Williams (<i>Elected 2017</i>)	May 2019
LG College of Fine Arts (Elected)	Replace Joanna Battles	May 2020
	David Werfelmann (<i>Elected 2017</i>)	May 2019
School of Communications (Elected)	Bill Barrett (<i>Elected 2018</i>)	May 2020
	Terry Sullivan (<i>Appointed on 9/7/17 by Senate replacing Kristen DiFate who resigned from Webster, she was elected in May 2017</i>)	May 2019
School of Education (Elected)	Carol Williams (<i>Appointed by Senate on April 19, 2018</i>)	May 2020
	Virginia Altrogge (<i>Appointed by Senate in August 2016. 3-year term per email from her on 5/15/17.</i>)	May 2019
Walker School of Business & Technology (Elected)	Brad Scott (<i>Elected 2018</i>)	May 2020
	Ben Brink (<i>Elected 2017</i>)	May 2019
At-Large Faculty Members (Elected)	Herman Krueger (<i>Elected 2018</i>)	May 2020
	Remy Cross (co-chair)	May 2019
	Dustin Smith (<i>Elected 2017</i>)	May 2019

May 2019: 7 members

May 2020: 6 members

WOMEN, GENDER, AND SEXUALITY STUDIES (Term: 3 years in Handbook)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
Elected At-Large Faculty Members (5 members)	Julie Setele (<i>Elected 2018</i>)	May 2021
	Susan McFarlan (<i>Elected 2018</i>)	May 2021
	Elsa Fan (<i>Elected 2017</i>) (<i>Special 2-year term</i>)	May 2019
	Amanda Kracen	May 2019
	Hasmik Chakaryan (<i>Elected 2017 for standard 3-year term</i>)	May 2020
Appointed by Senate Members (4 members) (<i>Based on committee recommendations</i>)	Robin Assner-Alvey (<i>Appointed May 17, 2018</i>)	May 2021
	Joanna Battles	May 2019
	Stuart Chapman Hill (<i>Appointed 9/7/17.</i>)	May 2020
	Beckah Reed (<i>Appointed 9/21/17 by Senate</i>) (<i>Replaced Liz Risik who was also appointed.</i>)	May 2020

May 2019: 3 members
 May 2020: 3 members
 May 2021: 3 members

Senate-Appointed Committees

See also Senate appointed members in the Committee to Review Faculty, International Studies, Multicultural Studies (committee makes recommendation, no self-nominations), and Women, Gender, and Sexuality Studies

ACCESSIBILITY COMMITTEE (Term: 3 years in Handbook, no more than 2 consecutive terms)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
At-Large Faculty Members <i>Appointed by Senate, Handbook is silent on whether self-nominations</i>	Replace Gloria Grenwald (<i>Renz will ask if Gloria Grenwald wishes to be on committee because change in Handbook eliminating term limits</i>)	May 2021
	Tori Meyer	May 2019
	Muthoni Musangali (<i>Appointed 5/11/2017</i>)	May 2020

May 2019: 1 member
 May 2020: 1 member
 May 2021: 1 member

FINANCE ADVISORY COMMITTEE (Term: 2 years in Handbook)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
At-Large Faculty Members <i>Appointed by Senate without self-nominations</i>	Allan MacNeill (<i>Appointed May 17, 2018</i>)	May 2020
	Mike Hulsizer (<i>Appointed June 7, 2018</i>)	May 2020
	OPEN	May 2020
	Jeff Carter	May 2019
	Doug O'Bannon	May 2019
Senate President	Gary Renz	May 2019

May 2019: 2 members
 May 2020: 3 members

MARKETING ADVISORY COMMITTEE (Term: 2 years in Handbook)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
At-Large Faculty Members <i>Appointed by Senate without self-nominations</i>	Replace Julie Palmer (<i>Appointed 2016</i>)	May 2020
	Chris Sagovac (<i>Appointed 9/21/17</i>)	May 2020
	Ted Green	May 2019

	Eric Rhiney	May 2019
	Terry Sullivan	May 2019
Senate President	Gary Renz	May 2019

May 2019: 3 members

May 2020: 2 members

SPEAKERS COMMITTEE (Term: 3 years in Handbook)		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
At-Large Faculty Members <i>Appointed by Senate from self-nominations</i>	David Clewell (<i>Appointed 2017</i>)	May 2020
	Seth Jackson (<i>Appointed 2017</i>)	May 2020
	Julia Griffey (<i>Appointed May 17, 2018</i>)	May 2021
	Joe Roberts (<i>Appointed April 19, 2018</i>)	May 2021
	Van McElwee	May 2019

May 2019: 1 member

May 2020: 2 members

May 2021: 2 members

INFORMAL or AD-HOC SENATE-APPOINTED COMMITTEES

IT-FACULTY COMMITTEE Informal committee or task force with no charter or Handbook language, but faculty members appointed		
SCHOOL/COLLEGE	FACULTY	TERM EXPIRES
At-Large Faculty Members <i>Appointed by Senate without self-nominations</i>	Jim Curtis (<i>Appointed 2016</i>)	N/A
	Ryan Gregg (<i>Appointed 2016</i>)	N/A
	Mike Hulsizer (<i>Appointed 2016</i>)	N/A
	DJ Kaiser (<i>Appointed 2016</i>)	N/A
	Ralph Olliges (<i>Appointed 2016</i>)	N/A
	Joe Roberts (<i>Appointed 2016</i>)	N/A
	Basiyr Rodney (<i>Appointed 9/21/17</i>)	N/A
	Chris Sagovac (<i>Appointed 6/7/18</i>)	N/A
	David Werfelmann (<i>Appointed 2016</i>)	N/A
Senate President	Gary Renz	May 2019

120 Credit Hour Proposal Committee	
	FACULTY
At-Large Faculty Members <i>Appointed by Senate without self-nominations</i>	Dan Hellinger (CAS Adjunct)
	Kathy Corley (SOC)
	Bill Lynch (LGCFA)
	Kelly-Kate Pease (CAS)

	Jan Palmer (CAS)
	(WSBT)
	(SOE)
	Stephanie Schroeder (CAS)
Administration	Nancy Hellerud
Senate President	Gary Renz

Global Citizenship Program Review Committee	
	FACULTY
At-Large Faculty Members <i>Appointed by Senate without self-nominations</i>	Larry Baden (SOC)
	Kathy Corley (SOC)
	Robin Assner-Alvey (on leave; LGCFA)
	Bill Lynch (LGCFA)
	Terri Reilly (Adjunct; CAS)
	Julie Palmer (WSBT)
	Open (SOE)
GCP Director	Bruce Umbaugh
Senate President	Gary Renz

Bias Incident Reporting Review Committee	
	FACULTY
At-Large Faculty Members <i>Appointed by Senate without self-nominations</i>	Jeff Hughes (LGCFA)
	Dani MacCartney (CAS)
	Anne Geraghty-Rathert (CAS)
	Liz Risik (WSBT)
	Tom Cornell (SOE)

ATTACHMENT B

APPROXIMATE COSTS FOR 2018 FALL INSTITUTE
(Based on 150 people)

Catering: (bar, dinner, snacks and drinks, tables, Linens, centerpieces, set up, take down, Bartender, person to replace foods, etc.)	\$9,507.25**
Parking: (vouchers provided by Gateway)	\$5 per car = \$750 (worst case)
Housekeeping: (to take care of trash during and after Institute, spills, etc.)	\$90
Maintenance: (table/chair set up/break down 2 men at \$32 per hour, including drive time. If have To break down Sat. AM, will be time and Half, \$48 per hour on Sat.)	\$192 (approx. 6 hours) to \$240
Person to lock classrooms at 5:30pm (campus closes at 3:30):	\$50
Public Safety Officer: (at the Senate's discretion, \$30 per hour 6-9pm)	\$90
IT: (person to man the auditorium control Room during conference):	No charge
Estimated TOTAL:	\$10,679.25 to \$10,727.25

**this amount may go up if we upgrade any of the menu items, plus we need to add a vegetarian entrée and possibly a vegan entrée

ATTACHMENT C

Option # C

Maintaining Academic Excellence and Faculty Morale in the Current Administrative and Financial Environment.

- The Institute would focus on how faculty can thrive in the difficult administrative and financial environment by providing information and strategies for affecting change.
 - This would probably involve 1 plenary and 3 breakout sessions/with a break in between.
 - 3:00-3:15 Welcome
 - 3:15-4:15 Plenary (Status updates by faculty on the Implementations teams; Assessing Academic Losses/Contributions) with Q&A;
 - 4:15- 4:30 break
 - 4:30-5:30 Breakouts: (Possible Sections: Exemplary Programs; Building Faculty Solidarity; Research/Grants; Innovations in Teaching, Service to Community)
 - 5:30-7:00 Dinner with drinks.
 - 7:00- Reception/Party with the Gallery (open to the Public/Media)

Attachment D

PILLARS OF ADVISING

The Academic Advising Center recommends that advisors ground themselves in the high standards and best practices that have been identified by our professional organization, the National Association for Academic Advising (NACADA).

We too endorse these four documents as championing the *educational* role of academic advising in a diverse world. They form PILLARS OF ADVISING:

<https://www.nacada.ksu.edu/Resources/Pillars.aspx>

Taken separately, they project these elements

CONCEPT OF ADVISING <https://www.nacada.ksu.edu/Resources/Pillars/Concept.aspx>

Our view then is that advising is "integral to fulfilling the teaching and learning mission" of Webster University. It consists of these components "curriculum (what advising deals with), pedagogy (how advising does what it does), and student learning outcomes (the result of academic advising).

THE CORE VALUES OF ADVISING

<https://www.nacada.ksu.edu/Resources/Pillars/CoreValues.aspx>

Thus, advisors share and advance these values: caring, commitment, empowerment, inclusivity, integrity, professionalism, and respect.

CORE COMPETENCIES FOR ACADEMIC ADVISING

<https://www.nacada.ksu.edu/Resources/Pillars/CoreCompetencies.aspx>

These competencies do include information (policies, curricula, deadlines, forms), but advising is as much if not more driven by concepts and relationships. We need to develop competencies in these areas equally.

CAS STANDARDS FOR ACADEMIC ADVISING

<https://www.nacada.ksu.edu/Resources/Pillars/CASstandards.aspx>

Advising too contributes to rigorous standards as part of the Council for the Advancement of Standards in Higher Education.

These four pillars should guide and strengthen our work with students to advance their learning, academic success, persistence, and retention.

Advisor	<p><i>For Majors in the Department of Biological Sciences:</i> Name: Victoria Brown-Kennerly Phone: 314-246-8645 Email: vbrownkennerly64@webster.edu Office: Browning Hall, ISB 333 Hours: by appointment or drop in: <i>please email, call, flag me down, or stop by!</i></p>
Advising Center	<p><i>For Undecided Majors:</i> Phone: 314-968-6972 or 1-800-982-3847 Website: http://www.webster.edu/advising/undergraduate-advising/students/ Email: advising@webster.edu Drop in: 568 Garden Avenue (between Public Safety & Bookstore) Hours: Monday - Thursday: 8:30 AM - 5:30PM and Friday: 8:30 AM - 4:30 PM</p>
Engaged Advising Description	<p>Academic advising is interactive. Your adviser will engage in discussions with you to help you develop an education plan that supports your career goals. An adviser can be your advocate, and help identify any support resources you need. An adviser is your consult to explore academic interests, think about career goals, navigate classes, find mentors, and connect to co/extra- curricular opportunities. Advisers routinely explain degree program requirements for majors, minors, the Global Citizenship Program (GCP), and can serve as a sounding board while you choose electives. Please connect with your advisor throughout your time here, including during registration each semester. Webster advisers aim to engage the "whole" student.</p>
Expectations	<p><u>For an Engaged Student:</u></p> <ul style="list-style-type: none"> • Read about your major /minor and its required courses. • Log into Connections and get familiar with the links. Locate your adviser in Connections or Starfish or the www.webster.edu Directory. • Use your webster.edu email for all university communications. Alternatively, make arrangements in your WebsterU email to forward all messages to your preferred server. Check university email several times per week, and respond to emails from advisers, professors, registrar.or the financial aid office. • Email your adviser to make an ad vising appointments. <ul style="list-style-type: none"> ○ Keep the commitment, or alert adviser to any change by 24 hrs in advance. ○ Discuss your interests, goals, challenges, with your adviser, and identify a desired degree. • With adviser guidance ... <u>Create a 4-year degree plan:</u> <ul style="list-style-type: none"> ○ Identify required courses for your degree, and prerequisites.

	<ul style="list-style-type: none"> ○ Learn how to search/learn about electives; complete GCP Worksheet. ○ 128 credits to graduate means <i>average</i> of 16 credits per semester to graduate in 4 years. ○ Keep your 4-yr degree plan; refer to it often, but know that it can change as needed! ○ Talk to your adviser about life issues affecting your college schedule or performance/progress. ○ <i>Prior</i> to registration appointments, check Connections for any account 'hold' and resolve it. ○ Learn to search the Course Schedules online, to know course sections available. <ul style="list-style-type: none"> • <u>Register for classes each semester:</u> <ul style="list-style-type: none"> ○ Check your 4-yr degree plan; what's next in your degree program? Review you major online. ○ Check your GCP Worksheet; strategically choose your electives to satisfy some component. ○ Draw out a M/T/W/ R/F course plan for your proposed semester schedule. ○ Meet with your advisor to give her/ him your status update, discuss any concerns. ○ Register for classes in Connections and verify the registration <i>via</i> the 'Student Schedule' tab. • Consider extra curricular activities: student clubs, sports, campus employment, campus events, volunteer opportunities, social events, study abroad, student government association, peer-tutoring . • Discuss with your adviser the crisis support locations: emergency kiosks, campus phone, campus public safety, student counseling, student health. • Be aware the Academic Resource Center for tutoring or to become a tutor. • Visit the Career Planning & Development Center early to explore different career paths.
Expectations	<p><u>For an Engaged Adviser:</u></p> <ul style="list-style-type: none"> • Reach out early to first year students, transfers, or new advisees. • Review status of continuing advisees in the Degree Audit. • Be accessible by phone, or email, and/or starfish to schedule appointments: reply to student messages. • Provide a safe space for students to discuss questions, concerns, hopes and plans. Ask about any challenges to attending and/or participating in class. • Understand all major/minor curricula in the department and GCP policy & procedures. • Know dates for drop/add, withdrawal, late-withdraw, incomplete grade processes, and these effects on full-time status or years-to-graduation issues. Refer to financial if credits fall to <I3 per term. • Be aware of forms and resources on the Academic Advising website and canvas site. <p>Complete Starfish course surveys, provide kudos and flags, and respond to cases that are assigned to you. Check the <i>webster.edu</i> email or forward the messages, and respond to student questions.</p>
Additional Resources	<p>The Office of Undergraduate Advising can provide support services regarding University policies and procedures, forms, major changes and graduate programs . If you need assistance with a difficult case or unfamiliar questions, general academic advisers are available to help. This may include AP or Dual Credit, CLEP testing, transfer credits, and Global Citizenship Program (GCP) policy, as well as academic probation, dismissal, complete withdrawal, leave of absence, and application for re-admission.</p>
Title IX	<p>Title IX makes it clear that violence and harassment based on sex and gender is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or</p>

	assaulted, please contact campus advocate Phillip Storm: (800) 981-9804 or (314) 968-7030; or the 24-hour emergency line: (314) 422-4651.
ADA	If you feel you may have a barrier to learning that requires accommodations, please contact the Academic Resource Center to discuss options, learn about screening or available resources , or request a letter of accommodations.
During Orientation	<ul style="list-style-type: none"> o Login to Connections and review your transcript, check for accuracy: <ul style="list-style-type: none"> • A.P credits, dual credits, associates degree, or transfer credits o Meet academic advisor (if available) <ul style="list-style-type: none"> • Find contact number in Starfish, locate office on campus, call or email introduction. o Complete class registration and print class schedule o Explore Campus - get a campus map <ul style="list-style-type: none"> • Student Union, Grant's Gymnasium & Aquatic Facility, Library • Student Health and Student Counseling • Bookstore, Academic Advising Office, Public Safety (ID, parking) • Snack Bar in the EAB (EAHL), Coral reef aquarium in ISB. • Marietta's Cafe, Office of Financial Aid, Registrar's Office, Bursar /Cashier's window. • Blue safety phones kiosks on campus • Old Orchard shopping district (off campus) o Visit the online resources listed on cover page.
Freshmen 29 credits):	<ul style="list-style-type: none"> o Attend all class sessions; contact instructors to explain any absences. o Create a 4-month calendar; write down the deadlines for every quiz/exam/paper/project/final exam - from every course syllabus. o Meet with your advisor to discuss your academic interests, degree options, requirements and clarify any policy/procedure questions o Identify prerequisite courses for your chosen major or potential major/ minor o Register for courses in a variety of subject areas - both Major and GCP o Learn about student organizations and clubs here: XXX. Get involved! o Attend a sporting event, an invited speaker event, a campus movie, or a play. o Make appointment with the Career Planning and Development Center <ul style="list-style-type: none"> • Create a resume 1st draft • Attend the Career Fair on campus • Search for internship, volunteer, or research opportunity for summer o Make appointment with the Office of Study Abroad (Freshmen - Sophomores) <ul style="list-style-type: none"> • Locate the seven WebsterU international campuses on a map • Review courses offered at each potential study abroad campus

Webster UNIVERSITY

Undergraduate Timeline

Academic Advising Center
568 Garden Avenue

St. Louis, MO 63119

<http://www.webster.edu/advising/>
<https://www.facebook.com/WebsterAdvising>

Sophomores (30-59 credits):

Sophomores:

- o Apply for and pursue an appropriate internship and/or participate in volunteer opportunities to gain professional experience
 - optimal in summers between Sophomore - Junior year
 - certainly by summer between Junior - Senior year.
- o Continue reviewing GCP courses to choose electives
 - advisor cannot do that for you, but can discuss choices with you, and register you into them) and major classes.
 - Study Abroad: some many majors must 'save' GCP or gen ed courses to take abroad, talk to adviser: major core courses for some degrees may only be offered at WEBG.
- o Attend **Fall Career and Internship Fair**
 - Look for campus announcements for other career events like this.
- o Med/Vet school: begin "shadowing" as sophomore, accumulate hours as a scribe (ScribeAmerica), connect with any doctors you know/see and ask about Shadowing, contact local hospitals with websites for shadow registration.

Juniors (60-89 credit hours):

Juniors:

- o Meet with adviser in **Career Planning & Development** office.
 - Consider your post-grad goals or graduate school options
 - Review CV/ Resume and identify 'holes' to address
 - Research websites of potential employers:
 - Employment or career or opportunity or contacts tabs online
 - Research graduate school admissions requirements
 - Different colleges/universities have different pre-reqs.
- o Continue to organize for Study Abroad (Sophomores)
- o Study Abroad at one of Webster's international campuses (Juniors)
- o Return to WEBG, review your degree plan with your advisor
- o Identify your degree's required capstone:
 - Sr. thesis, or portfolio review, or senior seminar, or other per Dept.
- o Complete Keystone Seminar for GCP (Juniors or Seniors)

Seniors (90+ credit hours):

Seniors:

- o Plan to take MCAT prep course, and take MCAT (Juniors or Seniors)
 - Apply 1-yr prior to entry into Med/Vet School
 - Med school: ask for letters of recommendation through AMCAS
 - If you take a gap-year, then you can do this as Senior-Postgrad.
- o Plan to take GRE/LSAT/GMAT / apply for Grad Schools (Junior - Seniors)
- o Refine your working resume/cover letter

	<ul style="list-style-type: none"> o Execute your job search! (Seniors) o Request letters of recommendation for graduate school/employment o Complete graduate school applications o Submit Petition to Graduate form at the beginning of your final semester o Complete <i>Steps to Graduation</i> found on the Commencement website
<p>Resources</p>	<ul style="list-style-type: none"> •! Department of Biological Sciences http://www.webster.edu/arts-and-sciences/academics/biological-sciences/contact.htm •! Student Survival Guide (for DBS Registration) http://s12ark.adobe.com/Qage/SZSQWslDeBogc/ •! Academic Resource Center http://www.webster.edu/academic-resource-center/faculty_resources/10_facts_to_know.html •! Avoiding Plagiarism http://www.webster.edu/academic-resource-center/plagiarism_prevention/avoiding_plagiarism.html •! Academic Advising Center https://www.facebook.com/WebsterAdvising •! Career Planning & Development Center http://www.webster.edu/career-services/about-career-services/ •! Office of Study Abroad http://www.webster.edu/study-abroad/resources/resources_for_students/ •! Counseling & Life Development http://www.webster.edu/student-counseling/ Emergency number: (314) 968-6911 , non-emergency number: 314-968-7030, counseling@webster.edu •! Student Health: http://www.webster.edu/health/services.html •! Undergraduate Catalog: www.webster.edu/catalog/current/undergraduate-catalog/ <i>academic honesty/integrity URL</i> •! Dean of Students: Dr. John Buck http://www.webster.edu/campus-life/dean-of-students.html •! Registrar: http://www.webster.edu/academics/registrar.html •! Library - take a library tour, and explore the library website: http://www.webster.edu/faculty/faculty_resource_guide/library/library-resources-and-services.html