

School of Arts and Sciences Advising Liaison Project

RLA Fellow: Dr. Robin H. Diamond
Assistant Dean School of Arts and Sciences
Director of Transfer Student Services

Mentor: Dr. Susan Lawrence
Vice Dean for Undergraduate Education
School of Arts and Sciences

The Problem

Rutgers University is a large and complex organization with multiple avenues available to undergraduate students who are seeking academic advising. School of Arts and Sciences are confused about where to access services and faculty and advising staff are not well informed about one another's roles.



The Project

The project has several components and is conceived to be realized over a two year time frame from inception and to be an ongoing effort.

1. Implement a liaison system between Office of Academic Services Deans and Departmental Undergraduate Advisors.
2. Create and maintain a Sakai site to support the liaison system.
3. Begin data collection to determine necessary supports to Undergraduate departments to improve delivery of advising services.
4. Create a defined channel of reporting from OAS Liaisons to full staff.
5. Advising Conference – May 2018
6. Transition project to a defined work team – May 2018

The Job Description

Advising Liaison Project Job Description

In conjunction with the Undergraduate Advisor or his/her designee, please determine the following:

Spring 2017 Semester

How does the department want to depict itself to undergraduate students? Can you develop a singular phrase as a description?

What problems has the department experienced from the OAS side of operations? Create a list and we will brainstorm solutions together as a staff. What successes have occurred that might be useful to other departments?

Is the department using Degree Navigator? If no, why not? What are the obstacles and how can we help?

Discuss coordinating roles of departmental advisor and general advisor. Under what circumstances does the departmental advisor want referrals? Under what circumstances are the departmental advisors comfortable with us discussing major or minor requirements

(There are additional semester goals created through Spring 2018. They are being released on a semester basis to avoid work fatigue with the participants)

The Challenges

Challenges were plentiful in this project! I've broken them into 2 categories: anticipated and unanticipated.

Anticipated Challenges:

- 1.. Leading laterally: gaining buy- in from peers to do something they perceive as extra (even with support from above).
2. Graciously hearing feedback that changes the intent of the project and processing it to enhance buy- in and not create division.
3. “Selling” the project to faculty members .














The Challenges

Unanticipated Challenges:









1. Short staff due to 2 maternity/paternity leaves = time to devote to project lessened.
2. Technology: RU Connect turnover and Sakai updates
3. Over enthusiasm of some participants! A good problem overall, but still a challenge to slow them down to the pace of the group.



Providing Advising Resources to Faculty

<input type="checkbox"/>	<u>Title</u>	
	 Advising Liaison Project Resources	Actions ▾
<input type="checkbox"/>	 Advising 1st Generation Students	Actions ▾
<input type="checkbox"/>	 Advising International Students	Actions ▾
<input type="checkbox"/>	 Advising Non Traditional Students	Actions ▾
<input type="checkbox"/>	 Advising Theories	Actions ▾
<input type="checkbox"/>	 Advising Transfer Students	Actions ▾
<input type="checkbox"/>	 Advising Undocumented Students	Actions ▾
<input type="checkbox"/>	 Advising Veterans	Actions ▾
<input type="checkbox"/>	 DN Editing Instructions	Actions ▾
<input type="checkbox"/>	 Who is My Liaison?	Actions ▾
<input type="checkbox"/>	 TedxTalk "What' Advising Got To Do With It?"	Actions ▾

Providing Advising Resources to Faculty

 Advising Transfer Students
 A Hand Hold for a Little Bit.pdf
 Fauria Transfer Student Success.pdf
 Advising Undocumented Students
 Advising Veterans
 Kirchner Veteran Students.pdf
 Richardson Advising Veteran Students.pdf
 Veterans Services PP Rutgers MCC SAS1.pptx

A Joint Education: Extending a Branch and Building an Advising Tree

Faculty advisors learn that advising is much more than helping a student with class selection.

Staff advisors learn more about specific academic disciplines.

Faculty and staff advisors learn to share advising expertise and gain confidence in referring students to one another.

Undergraduate students benefit from the growing advising body of knowledge in the School of Arts and Sciences



What's Next?

1. Ongoing follow up with OAS liaisons to ensure the “job description” is being followed.
2. Maintenance of the Sakai site and providing fresh content on a regular basis.
3. On boarding new faculty and staff advisors to the project
4. Organizing an “SAS Advising Conference for Summer 2018
5. Developing and implementing an assessment plan for the project.
6. Transitioning the project to another work team in Fall 2018

