

December 8, 2016

Dear Dean Holloway,

The Yale College Committee on Advising, Placement, and Enrollment has completed its review of options for implementing the recommendations in our Spring 2016 report. We are pleased to present supplementary recommendations as you requested.

1. A mission statement for advising. We recommend that the current mission statement for advising be updated as follows:

- To convey to incoming freshmen an immediate sense that faculty and staff members are accessible and take a personal interest in them and in their education
- To help students manage the short-term transition from their secondary education to a liberal arts education and the broader Yale community
- To prepare for selection of a major and the transition to departmental advising (including the transition to a college adviser in the student's area of academic interest, if desired)
- To advise the student holistically, as needed and desired by the student, about both academic and non-academic aspects of first-year life at Yale.

2. Expanding the pool of advisers. The Council of Heads of College is still determining the composition of the fellowships of Murray and Franklin Colleges, which we recommend be finalized as soon as possible. We recommend that, at that point, the Dean of Yale College, together with heads and deans of colleges, issue invitations to all full-time non-ladder faculty on multi-year appointments to serve as college advisers. A proposed timeline is attached as Appendix A.

In order to continue expanding the pool and emphasizing the importance of advising, we recommend including information about expectations for advising in new faculty orientation sessions and appointment letters.

3. Communication and training. We recommend that YCDO provide support for a strategic communications plan for the change in advising, and for the annual cycle of advising-related messaging. Additionally, we propose that training of college advisers be centralized through the YCDO rather than originating in the colleges. We recommend that a number of training sessions be offered so that new advisers have several options. We recommend that the Council of Heads of College consider transforming the initial group advisee meeting into a "meet the fellows" event. This change signals the alignment of the fellowship with college advising at the beginning of a student's Yale career.

4. Flexibility in college advising. A student may select a new college adviser (regardless of the adviser's college affiliation) at any point. This handoff, which may take place at any point in the first two years, is a mark of success in the advising relationship. If a student stays with their initial adviser by choice, that is also a mark of success. Advisers

going on leave should give students one semester's notice, but may elect to advise remotely if both parties are willing.

To ease the transition to departmental advising, we recommend that the YCDO work with DUSes to maintain current lists of available faculty advisers. These lists should be published both on departmental/program websites and the new centralized online resource for information about programs of study that the URO is developing following our spring 2016 report.

5. Academic advising and the course schedule. We are working with the URO to modernize the schedule submission and approval process, which we recommend be moved entirely online and require no “wet signatures” from anyone. We recommend that college advisers attest in an online advising system (likely by checking a box) that an in-person meeting has taken place during each designated advising period. Freshman counselors will continue to have a significant role in advising students during course selection period, but schedule submission will not require a signature or box-check from the freshman counselor. We recommend a similar system for DUSes.

An automated email should go out to advisees (with cc to advisers, RCDs and RCD assistants, and DUS and DUS assistants if appropriate) in case of unchecked boxes. The language should indicate that the student has at least an equal burden of making sure a meeting happens. Until the box is ticked, a hold (analogous to the vaccination hold) will be placed on the student's record.

As mandated by the Yale College Faculty in 2013, under this new system students will seal their schedules no later than the seventh day of the term. Schedules will be pushed to Banner as soon as they are sealed instead of waiting for RCD approval, which is the current procedure. In other words, sealing and submitting the schedule will now be the same action. A penalty-free, fine-free drop/add week will follow this deadline, during which RCDs and DUSes (when applicable) can act on problematic schedules.

6. Timing of advising meetings. We recommend that advising meetings with either college or departmental advisers take place at least four times per year during designated “advising periods,” which should be placed on all relevant academic calendars:

- Fall course selection period (September)
- A two-week period late in the fall term (after November Recess)
- Spring course selection period (January)
- A two-week period late in the spring term (April)

The URO is working to make each year's YCPS available the previous April so that students can begin to plan their fall-term courses during the April advising period.

7. Streamlining pre-major advising. We recommend that YCDO work with ITS to supplement the current system for emailing declared majors with a centralized set of email lists for prospective majors. Prospective majors may subscribe to and unsubscribe

from these lists at any time. We also recommend that DUSes be made aware of these systems so they may use the email lists to advertise departmental events and, when appropriate, to match pre-majors with possible departmental advisers.

Dean Schirmeister is working with the URO on developing “Pathways” for STEM majors, and we recommend that after assessing the pilot, this program be expanded to all majors if successful. We also recommend that the URO integrate the Pathways program into the YCPS and the Degree Audit system, which will allow students and advisers to quickly assess their progress toward the degree.

We welcome your questions, comments, and feedback, particularly if you feel there are important questions of implementation that we have not addressed. As you know, I will be on triennial leave in the spring, and will be in India from December 20 through March 17, but I am committed to seeing this project through remotely if the need arises.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ian Quinn', with a stylized flourish at the end.

Ian Quinn
Professor of Music
CAPE chair

on behalf of the committee:

Sarah Mahurin, Timothy Dwight College (CAPE secretary)
Woo-Kyoung Ahn, Psychology
Milette Gaifman, Classics and History of Art
George Levesque, Yale College Dean’s Office
Shonna Marshall, University Registrar’s Office
Megan Pritchard, SY ‘18
Devyn Rigsby, TC ‘19
Risa Sodi, Yale College Dean’s Office
Julie Zimmerman, Chemical and Environmental Engineering

Appendix A

Timeline for Recruiting and Inviting Unassigned Full-Time Non-ladder Faculty to the Residential College Fellowships

In order to increase the numbers of freshman/college advisers in advance of the opening of Murray and Franklin Colleges, non-ladder faculty (language lecturers, lecturers, and senior lectures) will be invited to join the residential college fellowships. What follows is a possible timeline:

	<u>Timeline</u>
I. Non-Ladder Faculty	Late fall 2016
a. Dean Holloway sends an invitation to those non-ladder faculty on full-time, multi-year contracts, inviting them to join a RC fellowship and serve as a college adviser	
i. Invitation distributed under Holloway's and HOCs' names	
ii. YCDO collects yes/no responses centrally	
II. Returning Freshman/College Advisers	March 2017
a. Dean Holloway invites HOCs and RC deans to put forward the names of members of their respective fellowships to serve as college advisers in AY '17-18, to be received by the end of April	
III. Centrally Distributed Advising Invitation & Letter	early June 2017
a. Advising invitation issued centrally over three signatures: Holloway, HOCs, and RC deans	
i. includes summary description of what it means to be a college adviser	
ii. indicates dates for a half-dozen advising orientation sessions in August '17	
iii. YCDO collects yes/no responses to advising invitation centrally	
IV. Centrally Distributed Advising Email	mid-June 2017
a. Director of advising writes all confirmed advisers with	
i. Additional information on college advising	
ii. Resources available to college advisers	
iii. Dates for August orientation sessions	
iv. Other reminders and tips	