

THE EVERGREEN STATE COLLEGE

August 1, 1975

M E M O R A N D U M

To: Edward Kormondy, Provost

From: Maureen Karras, Chairperson Student Advising DTF *MK*

Subject: Preliminary Recommendations

Definition of the Problem of Student Advising:

1. To insure the recruitment of students and to offer a basis from which students can make an informed commitment to the Evergreen approach to learning; and to insure that students will be able to continually assess their educational needs based on current information concerning Evergreen's resources, and thus make appropriate decisions regarding their academic programs and career goals.
2. To insure coordination of accurate information concerning the different modes of learning, administrative procedures, and various student services so that students will know where to go, who to talk to, how to plan ahead, or how to decide between the multiplicity of pronouncements from the many different areas of Evergreen.
3. To help students achieve the goal of self-directed learning, to learn to assess themselves in terms of their academic growth, and to learn to use Evergreen's resources effectively.

Recommendations:

1. To establish an office of Academic Advising to be initially staffed by a Coordinator and a Program Assistant. This office would report directly to the Academic Vice President and Provost, and be responsible for such things as:
 - A. Assisting students in planning their academic programs.
 - B. In-service training for faculty and staff concerned with "academic" advising.
 - C. Collection and dissemination of current academic information.
 - D. Establishing a student advising handbook.

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2. To establish a loose-leaf handbook of academic information to be distributed to all faculty, administrative offices, students organizations and select locations on campus (i.e., library, information center, dorms, etc.). This handbook would include:
 - A. Academic information on current programs, faculty expertise, curriculum planning, etc.
 - B. Important procedures for registration including switching information, student accounts, housing, financial aid, grievances, Veterans Affairs, withdrawals, etc.
 - C. Resources inventory and procedures for the library, media loan, mini media, campus recreation, Washington State film library, alternative academic locations (i.e., Geoduck House, Nisqually Delta, ESP site, etc.) laboratory facilities, music rooms, art facilities, etc.

This information will be prepared by the appropriate offices and will be systematically updated by the Office of Academic Advising.

Due to inconsistent faculty participation we were unable to determine faculty roles and responsibilities as they relate to academic advising. I propose that a committee be reconvened early in the Fall to answer this question. This committee should be composed of faculty, staff, students, and the Academic Vice President and Provost.

MEK

cc: Student Advising DTF Committee Members 1975