



Assembly Meeting Agenda

**Tuesday, November 1, 2016, 7:00PM
Saffell Boardroom**

- I. Meeting called to order at 7:02 PM
- II. Attendance
- III. Guest Speaker
 - A. Will McConnell, President of Woodbury University Faculty Association (WUFA)/Dean of Faculty
 1. Will.McConnell@woodbury.edu
 2. Talk about registration and the advising process
 - a) Last year Will came to last year to speak about advising and students had bad experiences to share about advising and was horrified by that
 - b) He hopes to have a discussion about advising
 - c) Will decides what day are faculty development days
 - d) He put together two surveys one for students and one for faculty
 - (1) Was hoping to launch it through Starfish but Starfish is not looking to good right now according to Will
 - (2) He was hoping to collect information from both sets of parties about advising not solely students or solely faculty
 - (3) It disturbed him when he found out that students are not getting the support they need from their advisors.
 - (4) Advising should be done with a student's needs in mind.
 - (5) He sees a lot more of the behind the scenes in the system because of the COLA department as well as his position.
 3. Discussion
 - a) Question: Transfer when asking his advisor that why his sequencing of classes are off due to his transfer credits within animation and when asked what can be do about it or how to benefit from the situation from the university which the advisor does not have an answer for.
 - (1) What kind of support can we provide?
 - (a) For example had no idea Lynda.com licenses are offered
 - (b) For example also being placed in classes that require certain programs that don't have any sort of knowledge of how to use it
 - (c) For example architecture majors have 7 week classes to help learn how to use the programs where animation does not offer something similar such as this.
 - (2) Advisors can possibly in the future provide in the future list of bullet points of

things student need going into the program.

- (a) 60% of Woodbury students are transfer students
- (b) Students having to fit for courses that don't have enough seats in the class when the major has more students than spaces.
- (c) Possible Response: Have a conversation with the chair of animation and receive emails of people with similar issues to try to provide an answer.
 - (i) Go into your advisor appointments knowing what career choice you want to go into that way your advisor can help you steer towards that.
- (3) Advisors don't begin to advise until registration begins it would be good to have advisors throughout the process of getting you major.
 - (a) Preferably from the accounting board.
- (4) Have people come in for the accounting department to help teach the CPA exam because it recently changed the exam.
 - (a) Possibly have the advisors know more about the CPA exam. Accounting majors wanting to be able to be eligible to take the CPA exam take 150 credits versus non eligible students for the CPA exam taking 126 units. That investment is unknown if it will be fruitful for those students.
- (5) A student had a whole schedule of classes get cancelled and when he went back to his advisor to register for other classes he needed and all the classes he needed closed. Thus all that was left were electives when he fulfilled his elective credits.
 - (a) Question: Why are classes closed so late.
 - (b) Answer: Just try your best to fulfill other requirements within your major if that incident occurs because the school can not always control classes being cancelled.
 - (i) Also unrestricted electives are always an option as so to speak "Ace Cards"
- (6) The advisors saying one thing where the registrars have a different say on things is there a way where the advisor can have some sort of slip to give to the registrar office on the behalf of advisors to have proof of that rather than hear say.
 - (a) Most of the time if you discussed it with Tamira Block you are ok. But, there does need to be a tighter hold on these accounting items between advisors, students, and registrar.
- (7) Is there any way to request a new advisor?
 - (a) Because this person's advisor hasn't been here very long and doesn't know how to solve upperclassmen questions when this advisor mainly teaches 1st and 2nd years.
 - (b) He does believe there should be away to shift advisors.
 - (i) First try to go to the chair to change advisors and if that does not work go to the dean. Just keep in mind to be respectful during that process because odds are you will still see that person in the future.
 - (ii) Wants to push forward how advisors are trained. Speak with your advisor to let them know they need this information and

let them know that you will be looking for answers else where.

4. Closing

- a) We hope to improve this process and advisors do strive to help all the students as much as possible.
- b) It is perfectly fine for students to be proactive about these issues. If that advisor can not solve that problem they can help you solve that problem outside of their knowledge. If you can not solve things with them politely get a new advisor. Be proactive.

IV. Event Announcements

- A. BPWOW-Etiquette Business lunch must RSVP via email woodbury.bpwow@gmail.com and must pay a \$5.00 fee learning ettiquetee from Dr. Saba
 1. November 8th is event
 2. RSVP by November 5th
- B. RHA November 12th WUCon
 1. Sign ups until Thursday at lunch
 2. Video games and board games and other activities
 3. You can still sign up the day of the event
 4. Will have a prize
- C. AIAS Fix @ Six November 11th at 6pm
 1. Submissions due in week rep.aiaswu@gmail.com open to all majors AIAS can not print for anyone
 2. All majors are welcome
 3. Food and alcohol included in the event a lot like a mixer
- D. AIAS Opportunity Draw
 1. Buy tickets from any eboard member of AIAs the draw will be done at the Fix @ 6
- E. PSA this Thursday in the Entertainment Media Building
- F. CAB and Get
 1. Alter for Dia De los Muertos
 - a) Noon to 1:30 in the quad Wednesday

V. Executive Board Reports

- A. Jia Er Lin.....President
 1. jiaer.lin@woodburyuniversity.edu
- B. Alexandra Holguin.....Executive Vice President
 1. aswu@woodbury.edu
 - a) Email 24 hours in in advance or it is unexcused also email the correct email
 - b) PPDV Students attendance please stay after
 - c) Surveys sent to all representatives emails.
 - d) ASWU website mintues
 - e) Bulletin Boards
 - (1) Working with the company La Fabrica to begin producing proposals
- C. Alexandra Rodriguez.....Vice President of Finance
 1. alex.rodriquez@woodburyuniversity.edu
 - a) OAC events make sure to turn within 10 days
 - b) Make sure to reconcile within 10 days with cash advances
 - c) Post flyers around campus not the same day of the event
 - d) If you would like to fundraise for your organization reach out to Esteban and Alecks because there is strict guidelines for
- D. Esteban Cerna.....Vice President of Student Organizations

1. esteban.m.cerna@hotmail.com
 - a) November 28th to December 1st if students would like a stress busters event within the time free
 - (1) Massage tables been booked
 - (2) If organizations would like to host some sort of event during that timeline let Esteban or Michelle.
 - b) Only aloud to post flyers on brick not a painted or glass surface Michelle will take them down. Can not post on the face of the library either but there is a bulletin board inside that can be posted on.

E. Stephanie Sandoval.....Vice President of Marketing

1. stephanie.sandoval@woodburyuniversity.edu
 - a) Any events please send them to Stephanie to post on the website and social media.

F. Amanda Sachartoff.....Vice President of Student Life

1. amandasachartoff@gmail.com
 - a) Atmosphere thank you to those that came out
 - (1) If you have feedback.
 - (a) Photobooth, lighting, and chocolate was nice.
 - (b) Better food, DJ, and more seating
 - (c) Terra Card Reading was too hidden
 - b) Next event winter festival November 17th
 - (1) If you would like funding submit it to CAB can be given up to \$150
 - (2) Brining winter spirit to the school

VI. Advisor Report

- A. Mauro Diaz, Interim Dean of Students.....Mauro.Diaz@woodbury.edu
 1. Appreciate everyone's efforts on the Title XI 80% of students completed meaning only 300 students did not participate.

VII. Open Forum

- A. Email aswu@woodbury.edu if you have any questions or concerns that were not addressed today, or submit an anonymous comment in the comment box outside of Saffell.
 1. Be more nice.
 2. Co-Sponsor stamps Proposed suggested sizes for next semester for ASWU
 - a) 4" by 2" for 11 by 17
 - b) 2" by 1" for 5 by 7
 - c) 3" by 1.5" for 8.5 by 11
- B. New students having trouble looking for classes unknowing of how to look for classes
 1. Reach up to upperclassmen for help searching and navigating self service.
 2. Also have your advisors help you.
 3. They also showed students how to do in SOAR
 4. PPDV students will be going over in class November 2nd
 5. All PPDV professors are available for appointments as well
- C. Having an event for Assembly for having a ice breaker for the new eboard next year to be more comfortable with one another.
 1. Encourage your own organization's eboards to attend workshops to help this situation as well because people do not attend.
 2. In the beginning of the Spring semester of 2017
- D. The Escape Room was really fun

VIII. Next Meeting: Tuesday, November 8, 2016, 7:00PM - 8:30PM, Saffell Boardroom

IX. Meeting adjourned at 8:23PM