



PAUL W. DRAKE
SENIOR VICE CHANCELLOR
ACADEMIC AFFAIRS

9500 GILMAN DRIVE # 0001
LA JOLLA, CALIFORNIA 92093-0001
TEL: (858) 534-3130
FAX: (858) 534-5355

November 13, 2009

Susan A. Smith, Provost, Muir College
Sarah Schneewind, Professor and Director of Undergraduate Studies, Department of History,
Mirasol Espanola, Dean of Academic Advising, Revelle College
Clare Harrington, Assistant Dean of Academic Advising, Eleanor Roosevelt College
Dana Brehm, Manager, Student and Instructional Services, Biological Sciences
Shannon Goodison, Student Affairs Officer, Department of Sociology
Nieves Rankin, Management Services Officer, Department of Economics
Associated Student Representative, TBA

SUBJECT: Undergraduate Academic Advising Task Force

Dear Colleagues:

Thank you for agreeing to serve as members of the Undergraduate Academic Advising Task Force. I especially appreciate that Provost Smith and Professor Schneewind have agreed to co-chair the group.

In this time of diminishing financial support from the State of California, the campus must reconsider many of its standard practices. While the final magnitude of the current budget cuts is still unknown, it is highly likely that a reduction in the number of core-funded staff in Academic Affairs will be necessary. Creative, perhaps radical, changes to our administrative structures and the way in which we provide services will need to be considered to protect our core mission, and options that in the past may have been deemed unacceptable must now be put on the table.

The student academic advising function is one area that must be reviewed. Student advising is currently provided in every academic department, all six undergraduate colleges, and a number of academic programs/ORUs. The current fiscal environment provides an opportunity to explore alternative ways of providing this service. I am grateful that the Council of Provosts came forward suggesting the formation of a group that would look at how the campus currently provides academic advising, and suggest ways that this service may be performed more efficiently. Moving forward, maintaining the status quo is not a viable option, and I am looking for this task force to utilize its expertise in recommending alternative options for the future.

The charge to the task force includes:

- Identifying best advising practices on this and other campuses that we might promulgate;
- Looking for ways to coordinate, streamline, and even consolidate the advising efforts of the departments, programs, and colleges;

- Investigating ways that technology can be used to create efficiencies in the service of undergraduate advising; and
- Proposing non-essential services that may be discontinued without increasing the time-to-degree for students.

I would like a report from the task force by February 5, 2010, so that any recommendations could be considered along with other reports that will be submitted in the same timeframe, such as the Senate-Administration Task Force on Budget.

With best regards,

A handwritten signature in black ink that reads "Paul Drake". The signature is written in a cursive, flowing style.

Paul W. Drake
Senior Vice Chancellor

cc: Provosts
Divisional Deans
Department Chairs
Undergraduate Program Directors
AVC Sawrey