

Project Details

Title	Restructuring and Improving Student Advisement	Status	COMPLETED
Category	6-Supporting Institutional Operations	Updated	08-31-2011
Timeline		Reviewed	09-22-2011
Planned Project Kickoff		Created	11-24-2009
04-06-2009			
Actual Completion		Last Modified	11-17-2011
10-01-2011			

- **1: Project Accomplishments and Status**

- A: The committee continued to meet regularly throughout the 2010-11 school year and generated two products as the culmination to this project. First, the committee formalized its list of advisement policy recommendations to the administration. The model of advisement recommended is faculty based with a plan to incorporate faculty advising into the mentoring process for new employees. The second product is an advising worksheet to be completed by the student in conjunction with his or her faculty advisor. This worksheet will enable the student to identify a particular course of study, identify preferences for times and locations for completing coursework, and allocate appropriate time for attaining the degree of certificate. This action project is near completion.
- R: The committee should be commended for the progress that has been made in improving student advisement for the past two years and is making reasonable progress toward completion of the Action Project. Gathering data from students indicates a "Focus on Stakeholders" which is a principle of high performing organizations and could help evaluate the process on a regular basis. Implementing faculty advising into the new employee mentoring process shows the College's commitment to student advisement.

- **2: Institution Involvement**

- A: The committee composition changed slightly from the previous year to include individuals on campus with a high stake in the advisement process, including the registrar, one counselor, two program coordinators, one Arts and Sciences faculty member, one Career and Technical Division faculty member, the Director of the EXCEL program, a faculty member from the TRIO program, and an off campus coordinator. This group finalized the list of "Best Practices for Student Advisement" and created the "Student Advisement Worksheet." The committee beta tested the advisement worksheets with selected faculty members during the summer 2011 new student orientation sessions with moderate success.
- R: Identifying the need to change the committee membership to include individuals with high stakes in the advisement process could help to ensure the success of the project. Expanding or changing the committee membership would allow the opportunity to reevaluate the committee's progress (AQIP Category Seven Measuring Effectiveness) and make revisions to advisement documents and tools. Have you considered evaluating the results of the pilot of the worksheets and making changes to the worksheet before implementing in throughout the college?

- **3: Next Steps**

- A: The committee has concluded its work and is waiting for administrative approval. Once approval has been granted, the committee will work with the Student Services Division to implement the “Best Practices for Student Advisement” policy and the “Student Advisement Worksheet.”
- R: The committee should be congratulated on completing the project and should consider celebrating and communicating your success with the college community (AQIP Category Five Leading and Communicating). Implementation of the student advisement policy and worksheet will show the college's commitment to improvement of student advisement. Is there consideration to establish a new committee or subgroup to evaluate the results of the worksheets?

- **4: Resulting Effective Practices**

- A: The committee's research and conclusions reaffirmed that the college is utilizing a faculty-based model of student advisement that meets the needs of our student population. The committee believes that more involvement of faculty will make a solid program even more beneficial to students. Since the college has had a large faculty turnover in the past five years, the college needs to be proactive in training new faculty with the “Best Practices for Student Advisement” and orienting students to be advocates for their own education with the “Student Advisement Worksheet.” The committee would like to ensure that the campus and its faculty remain committed to the model of faculty-based advisement to promote the success of our students in the attainment of their degrees and certificates.
- R: The college has implemented an effective practice of developing a plan to orient new faculty and students to student advisement (AQIP Category Four Valuing People). Including advisement as part of faculty mentoring shows the college's commitment to this initiative.

- **5: Project Challenges**

- A: As mentioned in the annual update from the previous year, one of the greatest challenges the college encounters is limited human resources. In addition, the campus has experienced a significant number of retirements of key faculty positions, and new faculty need extensive mentoring to become expert advisors for the students. One other challenge is that the campus has multiple outreach centers, and getting content area faculty advisors to those campuses presents challenges with both time and geography. The committee has discussed possible solutions to this situation, such as allowing faculty to utilize regular office hours for travel to off campus locations periodically, to encourage telephone and e-mail advising, and to schedule group meetings with off campus students with similar majors.
- R: Resources, especially human resources, continue to be a challenge for most colleges. Identifying this need is an important first step to moving the project in the next direction. Losing faculty expertise is always hard. Implementing student advisement as part of the faculty mentoring process will help the college with the initial stages of improving student advisement. The committee has developed a list of possible options for meeting the geography challenge. Gathering input from faculty and students might provide additional ideas to deal with this challenge.

