

2005-2006 :: Advising in A&H

1. Mission Statement:

The mission of Undergraduate Academic Advising in the School of Arts and Humanities is to provide accurate and timely advising to a diverse student body studying a wide range of disciplines across the arts and humanities. Academic advisors assist students in clarifying their educational goals and in developing academic plans to achieve them.

2. Objectives:

2.1 Assess distribution of advisors` contacts.: Assess distribution of advisors` contacts with students.

3. Measures & Findings:

3.1 Determine distribution of student contacts: Use AdviseWeb to determine average number of student contacts per advisor.

3.1.1 Success Criteria: Advisors should have roughly equal share of contact hours.

3.1.2 Results Related To Success Criteria: Student contact hours steadily increased from August 2005 through May 2006. Growth of ATEC program doubled contacts of ATEC advisor, so distribution of workload became unequal by May 2006.

3.1.3 Achievement Level: Not Met

3.1.4 Further Action: Yes

5. Closing the Loop:

5.1 Hire additional advisor with ATEC responsibility: Pending budgetary approval, hire one additional advisor to augment advising for ATEC program.

5.1.1 Responsible Person: Associate Dean for Undergraduate Education

5.1.2 Target Date: By end of Fall 2006 semester

5.1.3 Priority: High Priority

6. Analysis:

6.1 Program/Unit Strengths:

6.1.1 Objectives/Outcomes Exceeded or Met: Tracking the increase in student contact hours between August 2005 and May 2006 demonstrates the growth of the B.A. in Art and Technology. The advisors have done an admirable job of accommodating this influx of students and work informally to insure as equitable a distribution of work load as is possible.

6.2 Program / Unit Weaknesses:

6.2.1 Objectives / Outcomes Partially or Not Met: Given the growth of ATEC, without an additional advisor we will be unable to distribute the work of advising equitably, much less to accommodate student needs. If we are able to add an additional advisor, we feel confident that we can insure consistent attention to all our majors.

7. Report:

7.1 Executive Summary:

The mission of Undergraduate Academic Advising in the School of Arts and Humanities is to provide accurate and timely advising to a diverse student body studying a wide range of disciplines across the arts and humanities. Academic advisors assist students in clarifying their educational goals and in developing academic plans to achieve them.

For many years, Undergraduate Academic Advising was able to meet the needs of our majors with only a single full-time advisor. In recent years we have augmented our advising staff such that, during 2005-2006, a staff of three full-time advisors was in place. Since the degree plans in the School of Arts and Humanities are complex and individualized, it is crucial that students have access to advisors on at least once each semester. Undergraduate Academic Advising has a history of providing a high level of personal attention to our majors with a very low rate of errors.

The continuing strengths of Undergraduate Academic Advising in the School of Arts and Humanities lie in our ability to provide accurate and relevant information about our academic programs, including working with student to develop suitable educational plans, helping students with their selection of relevant courses, informing students of institutional requirements, interpreting institutional policies and procedures, and providing information about educational experiences beyond the University.

The challenge for Undergraduate Academic Advising during the academic year 2005-2006 was to determine, first,

to what degree the number of student contacts has increased and, second, whether the distribution of those contacts between the advisors is as equitable and efficient as possible.

Use of AdviseWeb statistics confirmed that student contact hours with advisors have clearly increased. During the peak advising months, when students must register for the next semester's courses, the advisors met with 700-800 students. This increase reflects the striking growth of the program in Art and Technology.

Statistics from AdviseWeb also confirmed that the distribution of student contact hours have increasingly become unevenly distributed; this is attributable to the growing number of ATEC majors. The advisors have striven to accommodate all our majors but, in order to maintain our high level of involvement with students and to insure student success, we must add an additional advisor. We found that, given the growth of ATEC, without an additional advisor we will be unable to distribute the work of advising equitably, much less to accommodate student needs. If we are able to add an additional advisor, we feel confident that we can insure consistent attention to all our majors.

7.2 Top 3 Program/Unit Accomplishments: N/A

7.3 Research Activities or Publications: N/A

7.4 Instructional/Training Activities (presented or received): N/A

7.5 Public Service: N/A

7.6 Other External Activities: N/A

7.7 Contributions to UTD: n/a

7.8 Top 3 Program / Unit Challenges:

Given the growth of ATEC, without an additional advisor we will be unable to distribute the work of advising equitably, much less to accommodate student needs. If we are able to add an additional advisor, we feel confident that we can insure consistent attention to all our majors