

## **2005-2006 :: Advising in EPPS**

### **1. Mission Statement:**

The mission of the Undergraduate Advising Office in the School of Economic, Political, and Policy Sciences is to provide effective and accurate advising information to all undergraduate students. Advisors seek to encourage students in their educational goals and to provide information that will allow the student to complete their program of study in a timely and effective manner.

### **2. Objectives:**

**2.1 Improve advising process for audit & degree plans:** Improve effectiveness of advising process as it relates to audits and degree plans

#### **2.1.1 Related Strategic Plan Item(s):**

II-3 Investment in People; II-4 Enhancement of Diversity and Inclusion; V-2 Enhanced Quality of Life; VI-4 Community Outreach

#### **2.1.2 Related Institutional Priority Item(s):**

SP-2 Add 5,000 New Students; SP-7 Enhance Graduation Rates; SP-8 Reduce Costs; COM-2 Protect Enrollment Gains, Access and Student Quality as part of moving toward Tier One Status; CPT-4 Enhance student diversity; CPT-5 Increase retention and graduation rates

**2.2 Improve advising process for freshman & transfer:** Improve effectiveness of advising process as it relates to first time (freshman and transfer) students

#### **2.2.1 Related Strategic Plan Item(s):**

V-2 Enhanced Quality of Life; VI-1 K-16 Education; VI-4 Community Outreach; II-3 Investment in People; II-4 Enhancement of Diversity and Inclusion

#### **2.2.2 Related Institutional Priority Item(s):**

SP-2 Add 5,000 New Students; COM-2 Protect Enrollment Gains, Access and Student Quality as part of moving toward Tier One Status; CPT-4 Enhance student diversity; SP-8 Reduce Costs

**2.3 Current on University new policies and procedures:** Remain current on new policies and procedures formulated by University

#### **2.3.1 Related Strategic Plan Item(s):**

II-3 Investment in People; II-4 Enhancement of Diversity and Inclusion; III-1 Dynamic Change Management; V-2 Enhanced Quality of Life; VI-1 K-16 Education

#### **2.3.2 Related Institutional Priority Item(s):**

SP-2 Add 5,000 New Students; SP-7 Enhance Graduation Rates; SP-8 Reduce Costs; COM-2 Protect Enrollment Gains, Access and Student Quality as part of moving toward Tier One Status; CPT-1 Control enrollment expansion; CPT-4 Enhance student diversity; CPT-5 Increase retention and graduation rates

### **3. Measures & Findings:**

**3.1 Report on degree audit:** Report on degree audit. Time frame : November 1

**3.1.1 Success Criteria:** 75 hour degree audit will be performed for 100% of students by Nov.1

**3.1.2 Related Objective(s):** Improve advising process for audit & degree plans

**3.1.3 Results Related To Success Criteria:**

Approximately 90% of audits were completed on time as confirmed by the completed degree audits done by the advisors.

**3.1.4 Achievement Level:** Partially Met

**3.1.5 Further Action:** Yes

**3.2 Report on students degree plan:**

Students will have degree plan developed at first meeting. Time frame : October 1

**3.2.1 Success Criteria:** 100% of students by October 1 will have degree plan developed at first meeting

**3.2.2 Related Objective(s):** Improve advising process for audit & degree plans

**3.2.3 Results Related To Success Criteria:**

75% of students had degree plans completed at first meeting since it was possible to contact these students and set the required appointments with them.

**3.2.4 Achievement Level:** Partially Met

**3.2.5 Further Action:** Yes**3.3 Report on degree plan audit :** Perform degree plan audit for new students by census day**3.3.1 Success Criteria:** 100% of new students have degree plan**3.3.2 Related Objective(s):** Improve advising process for freshman & transfer**3.3.3 Results Related To Success Criteria:** 75% of new students had degree plans completed as confirmed by the advisors**3.3.4 Achievement Level:** Partially Met**3.3.5 Further Action:** Yes**3.4 Report on students meeting:** Report on students meeting. Time frame : December 1**3.4.1 Success Criteria:** Meet with 25% of all first time students**3.4.2 Related Objective(s):** Improve advising process for freshman & transfer**3.4.3 Results Related To Success Criteria:** 80% of new students were contacted and we were able to meet with our goals successfully.**3.4.4 Achievement Level:** Met**3.4.5 Further Action:** Yes**3.5 Report on all advising meetings:** Report on all advising meetings By December 1**3.5.1 Success Criteria:** 100% attendance in all advising meetings**3.5.2 Related Objective(s):** Current on University new policies and procedures**3.5.3 Results Related To Success Criteria:**  
100% attendance achieved since all advisors were present where and when required.**3.5.4 Achievement Level:** Met**3.5.5 Further Action:** Yes**3.6 Minutes of meeting with Associate Dean:** Minutes on meeting with Associate Dean for information update. Monthly until December 1**3.6.1 Success Criteria:**  
100% advisor attendance in all meetings. Meet at least once a month with Associate Dean for information updates.**3.6.2 Related Objective(s):** Current on University new policies and procedures**3.6.3 Results Related To Success Criteria:** At least one advisor in attendance at each meeting 100% of the time. There were three advisors in attendance 85% of the time.**3.6.4 Achievement Level:** Partially Met**3.6.5 Further Action:** Yes**5. Closing the Loop:****5.1 Start audit process 2 weeks earlier:**

We need to start audit process 2 weeks earlier than previous years, i.e. 1-2 weeks after receipt of audits in school to ensure a 100% goal accomplishment.

**5.1.1 Related Objective(s):**

Improve advising process for audit & degree plans; Improve advising process for freshman & transfer

**5.1.2 Related Measure(s):** Report on degree audit; Report on students degree plan; Report on degree plan audit**5.1.3 Responsible Person:** Undergraduate advisors and Associate Dean**5.1.4 Target Date:** August 1, 2007**5.1.5 Priority:** Medium Priority**5.2 Start early :**

Start 1-2 weeks early in order to be able to contact 100% of the new students and probably achieve a higher than 25% meeting rate.

**5.2.1 Related Objective(s):** Improve advising process for freshman & transfer**5.2.2 Related Measure(s):** Report on students meeting

**5.2.3 Responsible Person:** Undergraduate advisors and Associate Dean

**5.2.4 Target Date:** August 1, 2007

**5.2.5 Priority:** Medium Priority

**5.3 Continue present efforts:** Continue with present efforts since the performance is upto expectations.

**5.3.1 Related Objective(s):** Current on University new policies and procedures

**5.3.2 Related Measure(s):** Report on all advising meetings; Minutes of meeting with Associate Dean

**5.3.3 Responsible Person:** Undergraduate advisors and Associate Dean

**5.3.4 Target Date:** August 1, 2007

**5.3.5 Priority:** Medium Priority

## 6. Analysis:

### 6.1 Program/Unit Strengths:

**6.1.1 Objectives/Outcomes Exceeded or Met:** Strength is having one very experienced advisor who serves as a mentor for the others. We are developing a cadre of advisors who have a solid knowledge and foundation for their position. We do have a third advisor beginning mid-December 2006 that will contribute to the objectives/outcomes.

### 6.2 Program / Unit Weaknesses:

**6.2.1 Objectives / Outcomes Partially or Not Met:** We need to follow closely on the audits, and degree plans, and make sure that we don't fall behind.

## 7. Report:

### 7.1 Executive Summary:

Overall performance of the advising staff, given challenges that we confronted due to one advisor leaving unexpectedly and another advisor being on maternity leave, was satisfactory. Given what we hope would be the stability of the advising staff in 2007, we expect success in attaining key objectives.

### 7.2 Top 3 Program/Unit Accomplishments:

We were able to adjust well to the decentralization of the School at the programatic level and to coordinate advisor activities in light of the decentralization. Assignment of advisors to individual programs.

**7.3 Research Activities or Publications:** not applicable

**7.4 Instructional/Training Activities (presented or received):** not applicable

**7.5 Public Service:** not applicable

**7.6 Other External Activities:** not applicable

### 7.7 Contributions to UTD:

Contribution of the advisors is critical to the success of the school and related programs. The number of transfer students, and retained students increased in the past year.

### 7.8 Top 3 Program / Unit Challenges:

Having to incorporate temporary advisors in Fall 2006 in order to compensate the loss of two advisors (albeit temporarily) during this time.