2006-2007 :: 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; III-1 Dynamic Change Management; IV-1 National and Global Security; 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

2.1.3 Standards and Associations:

SACS standards for advising; Texas State Coordinating Board Rules and Standards.

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):

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

2.2.2 Related Institutional Priority Item(s):

SP-2 Add 5,000 New Students; 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

2.2.3 Standards and Associations:

SACS standards for advising; Texas State Coordinating Board Rules and Standards.

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

2.3.3 Standards and Associations:

SACS standards for advising; Texas State Coordinating Board Rules and Standards.

3. Measures & Findings:

3.1 Report on degree audit: Report on degree audit.

3.1.1 Assessment Timeframe: By April 1

3.1.2 Success Criteria: 75 hour degree audit will be performed for 100% of students by April 1

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

3.1.4 Results Related To Success Criteria:

Approximately 95% of the audits were completed on time as confirmed by the completed degree audits done by the advisors

3.1.5 Numerical Results:

5% of the audits were not completed within the time frame but 100% were completed by the end of the semester

3.1.6 Influencing Factors: A large number of students graduating, and a relatively new advisor

3.1.7 Achievement Level: Met

3.1.8 Further Action: No

3.2 Report on students degree plan: Students will have degree plan developed at first meeting.

 3.2.1 Assessment Timeframe: By March 1

 3.2.2 Success Criteria: 100% of students by March 1 will have degree plan developed at first meeting

 3.2.3 Related Objective(s):
 Improve advising process for audit & degree plans; Improve advising process for freshman & transfer

 3.2.4 Results Related To Success Criteria:
 Improved advising process for audit and degree plans for more efficient student degree plan development

 3.2.5 Numerical Results: 100% of students that approached advisors had degree plans completed at first meeting

 3.2.6 Influencing Factors: New student Advisor helped ease the process of advising students in more detail.

 3.2.7 Achievement Level: Met

 3.2.8 Further Action: No

3.3 Report on degree plan audit : Perform degree plan audit for new students by census day

 3.3.1 Assessment Timeframe: By census day

 3.3.2 Success Criteria: 100% of new students have degree plan

 3.3.3 Related Objective(s):
 Improve advising process for audit & degree plans; Improve advising process for freshman & transfer

 3.3.4 Results Related To Success Criteria: 100% of new students were contacted

 3.3.5 Numerical Results: 100% of the new students had degree plans audited and prepared by census day

 3.3.6 Influencing Factors: Relatively few new students joined in Spring

 3.3.7 Achievement Level: Met

 3.3.8 Further Action: No

3.4 Report on students meeting: Report on students meeting.

 3.4.1 Assessment Timeframe: By April 30

 3.4.2 Success Criteria: Meet with 25% of all first time students

 3.4.3 Related Objective(s): Improve advising process for freshman & transfer

 3.4.4 Results Related To Success Criteria: 100% of new students were contacted

 3.4.5 Numerical Results: Met with almost 100% of all new students coming in as freshman and transfer

 3.4.6 Influencing Factors: Few students joined in Spring relative to other semesters.

 3.4.7 Achievement Level: Met

 3.4.8 Further Action: No

3.5 Report on all advising meetings: Report on all advising meetings

 3.5.1 Assessment Timeframe: By April 30

 3.5.2 Success Criteria: 100% attendance in all advising meetings

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

 3.5.4 Results Related To Success Criteria: 100% attendance by Associate Dean and advisors in monthly meetings

 3.5.5 Numerical Results:
 There were regular monthly meetings that were attended by all advisors. One advisor could not attend one meeting, but was updated on the minutes of the meeting by the Associate Dean and other advisors.

 3.5.6 Influencing Factors:
 More students, more degrees being offered, introduction of new Associate Dean for Summer, and three full-time advisors required frequent meetings

 3.5.7 Achievement Level: Met

 3.5.8 Further Action: No

3.6 Minutes of meeting with Associate Dean: Minutes on meeting with Associate Dean for information update.

3.6.1 Assessment Timeframe: Monthly in each semester

3.6.2 Success Criteria:
100% advisor attendance in all meetings. Meet at least once a month with Associate Dean for information updates.

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

3.6.4 Results Related To Success Criteria: 100% advisor attendance in all meetings with Associate Dean for information updates

3.6.5 Numerical Results:
Between emails and meetings, advisors were kept updated with all the relevant changes and information for the degree programs

3.6.6 Influencing Factors:
More students, more degrees being offered, introduction of new Associate Dean for Summer, three full-time advisors, and part-time administrative assistance provisions required frequent meetings

3.6.7 Achievement Level: Met

3.6.8 Further Action: No

5. Closing the Loop:

5.1 No further actions required at this time other than continuing with current efforts: The solutions to
problems with auditing process and advisor support are already under way. Hence no further action required at this time.

5.1.1 Related Objective(s):
Improve advising process for audit & degree plans; Improve advising process for freshman & transfer; Current on University new policies and procedures

5.1.2 Related Measure(s):
Report on degree audit; Report on students degree plan; Report on degree plan audit ; Report on students meeting; Report on all advising meetings; Minutes of meeting with Associate Dean

5.1.3 Responsible Person: Associate Dean for Undergraduate Programs

5.1.4 Target Date: Fall 2007

5.1.5 Priority: Low Priority

6. Analysis:

6.1 Program/Unit Strengths:

6.1.1 Objectives/Outcomes Exceeded or Met: All the objectives were met reasonably comfortably.

6.1.2 Other Strengths:
We have two experienced advisors, and a third full-time advisor who is contributing tremendously to helping the advising requirements being met for all students.

6.2 Program / Unit Weakneses:

6.2.1 Objectives / Outcomes Partially or Not Met: Auditing process needs to be made more efficient

6.2.2 Other Weaknesses: Lack of sufficient support structures for undergraduate advising

7. Report:

7.1 Executive Summary:
The advisors met with the Associate Dean at least once a month and reports for all changing UTD policies were sent to the advisors to keep them up to date with any and all changes to policies. The monthly meetings also helped to make advising process more efficient because many issues being faced across different programs were solved as a unit with input from everyone.

Overall performance of the advising staff was satisfactory. New advisor Rebecca Murry joined in December making some of the advising process smoother. New Associate Dean for Undergraduate Education was trained during Spring and is going to join beginning Summer 2007. New part-time administrative assistant is being provided to the advisors in the form of a teaching assistant for the time being, with hopes to find a more permanent solution in the future. These factors are slowly enhancing the quality of advising offered at EPPS.

7.2 Top 3 Program/Unit Accomplishments:
We have been able to adjust well to the decentralization of the School at programatic levels and to coordinate advisor activities in light of the decentralization.
Advisors have been assigned to individual programs and are advising 300 students each on an average during each given semester.

7.3 Research Activities or Publications: not relevant

7.4 Instructional/Training Activities (presented or received): Conferences - All advisors are members of the National Association for Academic Advisors (NACADA). Sheila Rollerson has attended the past 2 conferences and plan to attend the next one in Oct.

They also participate in U T Arlington's Academic Advising conference and would like to participate in the Region 7 conference (Austin, TX).

Sheila Rollerson provided informal training mentoring to the other two advisors initially. Subsequent mentoring has been provided by Dr. Elliott, Dr. Elizabeth Salter, and the academic advisors from the School of General Studies due to their close proximity to their offices.

7.5 Public Service: Attending Scholar's Day functions and other functions in and around EPPS and UTD

Community Service – mentor and work with the youth at my church, North Dallas Community Bible Fellowship.

Professional Organization membership – National Association for Academic Advisors (NACADA).

Members of NACADA – The National Academic Advising Association (NACADA) is an organization of professional advisors, faculty, administrators, students and others from a variety of settings who do academic advising; or otherwise work to promote quality academic advising on college and university campuses.

7.6 Other External Activities: none 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. The advising program at EPPS achieves the institutional goals and objectives of investing in people, enhancing diversity, enhancing quality of life of the community via students, and reaching out to the community in and around Dallas. New students are encouraged to commit to degree plans, Junior and Senior level students are guided towards graduation, and student quality is maintained.

Advisors at EPPS work in accordance with UTD's Strategic Plan to enhance Investment in People, enhance diversity and inclusion, dynamic change management with new degrees being offered, enhance quality of life for students, and reaching out to the community at large by attending various orientations and University functions for recruiting students.

The advising department at EPPS incorporates Institutional Priority Items such as adding new students, enhancing graduation rates, reducing costs, protecting enrollment gains, access and student quality, enhancing student diversity and increasing retention and graduation rates with a view to moving UTD towards a Tier One Status.

7.8 Top 3 Program / Unit Challenges:

Not having a central responsible individual who can point students in the right direction.

Changing degree programs and plans with the new degrees being offered and changing catalog cycles

7.9 Detailed Resources Needed to Improve and Fulfill Mission: One full-time administrative assistant or secretary to the advisors is imperative