

**Academic Advising Report 2009
(Reported February 2009)
Fort Hays State University**

The following comes directly from the Kansas Board of Regents Policy Manual - **D. Academic Affairs, 11. Academic Advising.** Please refer to the policy for complete description of each item. Total report should not exceed three pages.

a. Effective academic advising is central to the educational mission of the Board of Regents. To ensure that all students have access to high quality advising, each Regents university shall establish an Academic Advising System which shall provide the following:

(1) Goal Setting

Goal setting is a crucial element for all FHSU students. We identify the necessities of this element as University Goals 1 and 2. We help students clarify their individual values, career goals and challenges of the 21st century, as well as develop suitable educational plans and programs of study.

Our advisors meet with each advisee in a one-on-one situation to help the advisees identify their values, career goals and challenges they may face in the 21st century. We do this by utilizing ACT Report information, career counseling, career services and knowledge of the faculty advisors related to their field of expertise.

Our student evaluation of academic advising results show us that of the 1989 students who responded to item 6: "My advisor discussed career opportunities in my field of study," only 301 disagreed or strongly disagreed that this was happening during their advising experience.

In regard to item 8: "I have discussed my educational goals with my advisor," 1386 students strongly agreed or agreed that this was occurring. Establishing an educational plan that is reflective of the student's goals aids in the retention of students.

(2) Information

Information is knowledge and at FHSU we believe in complete and total access. Our University Goals 4 and 7 help students to review and evaluate their progress towards established goals and completion of requirements within individual programs of study, as well as helping students to clarify and improve his/her knowledge of career options and potential for career change.

To meet these goals, FHSU current and prospective students receive general education planning, course selection planning and a degree plan. This planning is done with the advisor to ensure that the student will be able to achieve his/her educational/career goals.

All degree seeking students receive an official degree summary provided by a degree analyst in the Office of the Registrar. The advisor and advisee review the degree

	<p>summary on a semester basis to ensure that curriculum needs are identified and met. This degree summary is now available through our student portal along with the option to explore other degree programs.</p> <p>Our campus-wide student evaluation of advising addresses the aspect of providing information.</p> <p>Responses to item 3: "My advisor provides accurate information concerning course selection" and item 4: "My advisor provides information concerning graduation requirements," both supported the total access approach. These items received strongly agree or agree responses 1519 and 1363 respectively.</p>
<p>(3) Transitions</p>	<p>FHSU believes that we should provide information regarding changes in major, advisor, and schools. Our goal is to ensure that each student is provided the opportunity to fulfill his or her educational and career goals.</p> <p>Information is available to students through a variety of avenues: advisor, Office of Academic Advising, Office of the Registrar, Student Academic Planner, University Catalog, and the Fort Hays State University website.</p> <p>A transfer equivalency website has been created to ease the transition from other institutions. The website (http://webcat.fhsu.edu/equiv) provides information by degree program requirements. We also have a course equivalency website for Kansas Community Colleges (http://www.fhsu.edu/registrar/Transferbase.shtml).</p> <p>FHSU students had 15,824 adds/drops/withdrawals processed during Academic Year 2007-2008. These figures reflect that FHSU students are aware of how to make schedule changes through add/drop/withdrawal.</p> <p>The assessment of transitions was provided in items 5, 10, and 11 of the student evaluation of advising. These items are: 5: "My advisor provides information regarding the add/drop process," 10: "I understand the process to change my major," and 11: "I understand the process to change my advisor."</p> <p>Our assessment tells us that in relation to transitioning we have some work to do. Students selected strongly agree and agree on those three items 70.9%, 51.6%, 45.3% of the time, respectively. Two factors to point out here are that 10.6%, 13.5%, and 15% of the respondents said that they are neutral and 11%, 16% and 14.3% state that this does not apply to them. We must continue to educate our students regarding add/drop/withdrawal and major and advisor selection for when or if the need would arise for them to make changes.</p> <p>We had 7,205 major changes during the 2007-2008 Academic Year. Students at FHSU are well aware of the process to change their major.</p>

<p>(4) Accessibility</p>	<p>Accessibility is always an issue to be aware of when you have a faculty based advising system like FHSU. Establishing and maintaining reasonable hours of availability for students is dealt with on a semester by semester case. Due to the division of teaching, research and service of faculty members differing by semester, university policy requires that each advisor post their office hours for view by constituents. Students should be able to set up appointments within the system for an adequate amount of time to make curricular selections and career choices.</p> <p>During the 2007-2008 Academic Year, 52,273 courses were approved or denied by advisors through our new TigerEnroll (online enrollment) Portal. An additional 2,950 students were pre-enrolled through CICS (mainframe enrollment).</p> <p>"Adequate time is available to meet my advising needs," is Item 9 on the assessment. Students responding selected strongly agree or agree 72.7% (1446) of the time. We view this as a positive.</p>
<p>(5) Referral to Campus Resources</p>	<p>Referral of students to appropriate campus resources is vital for student success and retention. FHSU University Goal 6 is to encourage students to utilize University support services and related resources as needed (Kelly Center, Career Services, etc.). The assessment process at FHSU provides information regarding referral sources that students access. The numbers provided here are reflections of services accessed during the 2007-2008 Academic Year. The student evaluation of advising looks at this issue in item 7: "My advisor makes referrals to appropriate campus resources/services." Students responded 56% (1115) of the time that they strongly agree or agree while 16% (319) responded neutral with an additional 17.8% (354) stating that this items does not apply to them.</p>
<p>b. Each Academic Advising System shall provide information to students to inform them of their responsibilities in the Academic Advising process.</p>	<p>FHSU is committed to informing our students regarding the responsibilities and their advisors responsibilities for their education. We provide information through the Academic Advising and Career Exploration Center with our website (www.fhsu.edu/aace) and Student Academic Planner in hardcopy and online (http://www.fhsu.edu/aace/2008AcademicPlanner.pdf), The Registrar's website (http://www.fhsu.edu/registrar/), the University Catalog (http://web.fhsu.edu/universitycatalog/), Parent (http://www.fhsu.edu/parents/) and Student Handbook (http://www.fhsu.edu/staffairs/stuhandbook.shtml) and multiple department websites.</p>
<p>c. Each Academic Advising System shall be</p>	<p>The Academic Advising and Career Exploration Center</p>

<p>responsible for the necessary training of academic advisors to assist them in meeting the responsibilities of this policy.</p>	<p>(AACE) is the administrative office of the university-wide advising system. AACE works with the Academic Advising Committee, Provost Council, and Portal Development Team to establish, monitor and make improvements to the system. Design and implementation of professional development is done within AACE with input from stakeholders (students, faculty and staff). Implementation of all new programs is scheduled through the Center in consultation with others. The AACE provides service for all advising and advising related training for advisors and advisees. All advisors are required to go through training to have access to student records and security to work with the advising related technology. Both new and returning advisors utilize this training.</p>
<p>d. Each Academic Advising System shall have a mechanism to assess academic advising at the department level, relative to this policy, on a yearly basis and shall report the results of said assessment as part of Program Review to the Board of Regents.</p>	<p>FHSU conducts an annual electronic Evaluation of Student Advising. This is done from March 1 - February 28 via the Student Portal. The data is compiled and then distributed to chairs for dissemination to their faculty, deans, and the provost. Departments that have additional accreditation standards beyond those of the North Central Association, do additional assessment specific to their individual standards. FHSU intends to address some new approaches through a 2010 Academic Advising Plan that is currently being developed for full implementation by 2015.</p>