

**Academic Advising Report
2012-2015
(Reported to Board Office March 2016)
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.

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:

<p>(1) Goal Setting</p>	<p>Goal setting is an important for each of our students in their educational planning. Students start setting small goals during their required ACCESS to Success meetings as freshmen. They have three meetings each semester with their academic advisor. Two primary areas of importance are with career and educational goals. In our FHSU Student Evaluation of Academic Advising students do ratings on a 1-5 scale with 1 being the highest. They have identified their career discussion as at 1.82 and their educational goals at a 1.67 over the July 1, 2013-December 30, 2015 timeframe. Both of these areas aid in student retention and persistence.</p>
<p>(2) Information</p>	<p>FHSU Academic and Career Advising Goals 3 and 4 help students review and evaluate their progress toward established goals and completion of requirements within individual programs of study, as well as helping students clarify and improve their knowledge of career options and potential for career change. To meet these goals, FHSU 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.</p> <p>In addition, all degree seeking students receive an official degree summary provided by a degree analyst in the Office of the Registrar at the completion of 60 hours. . The advisor and advisee review the degree summary on a semester basis to ensure that curriculum needs are identified and met. The degree summary is available through our student portal for viewing at any time.</p> <p>Students who have not completed 60 hours can view their progress online in the student portal for their current major and review any program’s requirements. This allows students to review information for a variety of majors and minors. At FHSU, student ratings for “My advisor provides accurate information concerning course selection” at 1.49 and a 1.5 for “My advisor provides information concerning graduation requirements.” Students reported that they act on their advisors suggestions at a 1.38 rating.</p>
<p>(3) Transitions</p>	<p>Our goal is to ensure that each student is provided the opportunity to fulfill his/her educational and career goals as they transition to the institution and within the institution. An institution wide Freshmen Seminar class was added to the curriculum in Fall 2013. This course along with TigerSTRIPES, Orientation for freshmen, transfers, international students, students of color, Kansas Academy of Math and Science students , and information provided by the academic advisor, Office of the Registrar, Student Academic Planner, University Catalog, and the Fort Hays State University website help support students in transition.</p> <p>Our transfer equivalency website was created to ease the transition from other institutions. The website provides information by degree program requirements. We also have a course equivalency web site for Kansas Community Colleges and select institutions throughout the country.</p> <p>Student rate "My advisor provides information regarding the add/drop process." At 1.37, "I understand the process to change my major" at 1.78, and "I understand the process to change my advisor," at 2.11. Our assessment tells us that in relation to transitioning with major and advisor change, we still have some work to do as an institution.</p> <p>FHSU added a Learning Communities in the Fall of 2010. We have continued to increase the amount of Learning Communities and had 12 in the Fall of 2015. LC’s are open to new freshmen to assist them in acclimating to the institution by integrating students in the same course of study with their faculty early. Education is extended beyond the classroom, creating personal connections and an immersive learning environment.</p> <p>Our virtual students have not been excluded from transition efforts, FHSU added six professional advisors to serve virtual college students (SEAC) in summer 2012. With</p>

	continued growth we are now at nine professional advisors serving virtual college students.
(4) Accessibility	Establishing and maintaining reasonable hours of availability for students is dealt with on a semester-by-semester case. Institutional policy requires that each advisor post their office hours for view by advisees. Students are able to set up appointments within the system for an adequate amount of time to make curricular selections and career choices. Students rated "Adequate time is available to meet my advising needs" at 1.56. Professional advisors and faculty advisors work to inform students regarding their schedules.
(5) Referral to Campus Resources	Referral of students to appropriate campus resources is vital for student success and retention. The assessment process at FHSU provides information regarding referral sources that students access. Our students rate "My advisor makes referrals to appropriate campus resources/services" at 1.43. Our online advising notes system shows advisors recording 1,776 separate referrals to students. These referrals include academic, career, financial, personal, and social. All of our advisors do not utilize the online system which limits our collection of referrals being made.
b. Each Academic Advising System shall provide information to students to inform them of their responsibilities in the Academic Advising process.	Academic advising at FHSU is a system of shared responsibilities between academic advisor and advisee. This information is provided to students beginning with TigerSTRIPES and throughout their time at FHSU via formal programs and information through the Academic Advising and Career Exploration Center with our website (www.fhsu.edu/aace) and Student Academic Planner, Registrar's web site (http://www.fhsu.edu/registrar/), University Catalog (http://web.fhsu.edu/universitycatalog/) and departmental websites. Our students rate "I understand that advising is a shared responsibility" at 1.22.
c. Each Academic Advising System shall be responsible for the necessary training of academic advisors to assist them in meeting the responsibilities of this policy.	The Academic Advising and Career Exploration Center (AACE) is the administrative office of the university-wide advising system. AACE works with the Academic Advising Committee, Provost Council and Enterprise System Planning Committee 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. All advisors are required to go through training to obtain access to student records and security to work with the advising related technology. Both new and returning advisors utilize this training. TigerCentral (faculty/staff portal) was unveiled in spring 2012 and 50 advisors were utilizing the system at that time. As of December 31, 2015, we have an additional 133 academic advisors who have been trained and utilize TigerCentral online advising notes. In addition to basic technology training, we offer four advising certificates: Using Technology in Advising, Special Populations Advising, Career Advising, and Ethics, Policies and Law available to all and Graduate Advising to graduate faculty advisors only. Since July 1, 2012, attendance for advisor professional development is 817. The certificate completors include Using Technology in Advising (35), Career Advising (28), Special Populations in Advising (22), Ethics, Policies and Law (12) and Graduate Advising (14). These certificates require four separate workshops for each certificate except for the Graduate Advising which requires two workshops. Advisors who miss a workshop can make it up in the next semesters offering.
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.	We collect through two different mechanisms. The first is the FHSU Student Evaluation of Academic Advising that is based on the institutional academic and career advising goals. The evaluation is live for students to complete through their portal beginning with the 20 th day of the fall semester through the last day of the regular semester. The data is compiled and distributed to supervisors for dissemination to their advisors. You see this data throughout this report. FHSU also collects data through NSSE. This captures information from freshmen and seniors and provides benchmarking with Plains Public, Carnegie Peers and all NSSE institutional participants. In regards to the academic advising on the NSSE, the "Indicate the quality of your interactions with the following people at your institution" for academic advisors, our freshmen data places us higher (5.4) than both Plains Public (5.2), Carnegie (5.1) and NSSE (5.1). The results for our seniors are also higher (5.6) in comparison to: Plains Public (5.2), Carnegie (5.2) and NSSE (5.2).