

FSU AIM 2009-10

Advisement Improvement **Mandate**

Advisement and Graduation
Clearance

AIM

- AIM – “Advisement in the Major” – 2007-09
 - Emphasis on improving advising in academic departments
 - PIN system implemented in 2008-09, which required students to communicate with advisor prior to registration
 - Staggered registration eligibility – based on classification
 - Advisement survey showed highest level ever of student satisfaction with advisement
 - Faculty reported that the PIN – system increased number of advisement contacts and improved students’ ability to enroll in needed classes
- AIM 2009-10 – “Advisement Improvement Mandate”

Source of Mandate: Retention Rates

Cohort	#	AVG SAT	AVG HS GPA	1-yr Retention	4-yr Graduation
2007	942	846	2.77	69.2%	
2006	839	856	2.8	73.3%	
2005	848	843	2.76	70.8%	
2004	763	846	2.8	75.4%	11.4%
2003	802	866	2.77	72.7%	12.7%
2002	750	868	2.9	73.4	18.4%

Mandate: Email Exchange

- Advisor remark:
- *“For most of his undergraduate career, it appears that the student advised himself.”*
- Chancellor Anderson’s response:
- *“...the most telling statement is that the student was allowed to self-advise during most of his undergraduate tenure. Saying that he ‘chose to’ vs. he was ‘allowed to’ abdicates FSU and its advisors from responsibility. Self-advising works for students at some institutions, but not at FSU. The student’s experience also runs counter to best practices associated with developmental advising.”*

FSU 2.0

- New Academic Progression Standards in effect in fall 2009
 - 2.0 GPA required of all students for continued enrollment
 - Maximum of five class withdrawals
 - Increased academic support requirements in many classes
 - Academic Success Plan, monitored by advisor, required for students who fall below 2.0

Mandate: Integrity of Program

- Course substitutions/waivers are often the result of ineffective advisement throughout student's career
- In last semester, we submit waivers/substitutions to enable student to graduate
 - Spring 2009 – 419 graduates / 151 waivers/substitutions (36%)
 - 80 of 151 (53%) waivers in April/May (42 in 1st week of May)

Goals of AIM 2009-10

- Clarify responsibilities of both students and advisors
- Provide resources to help students and faculty fulfill their responsibilities
- Ensure as part of revision of faculty evaluation process that effective advisors are rewarded appropriately (and ineffective advisors are given incentives to improve)

Campus Culture Changes

Current	New
Graduation Clearance begins with Application for Graduation – 90 + earned hours	Graduation Clearance begins <u>no later than</u> fourth semester of matriculation (45 – 60 earned hours)
Office of Registrar bears primary responsibility for ensuring clearance	Students and Advisors jointly bear primary responsibility for ensuring clearance
Student identified as Prospective Graduate in last semester of matriculation	New concept “Prospective Graduate (PG) – #” to indicate number of semesters away from graduation; “PG -3” means student is in third semester before graduation

Student Responsibilities - Catalog

- Students are required to check their FSU email on a regular basis to receive notifications about upcoming events and deadlines and information from academic advisors.
- Students must communicate with the officially assigned advisor at least one time each semester to review the student's progress toward degree completion. Students are responsible for initiating this communication in person or by phone or FSU email.
- Students whose GPA fall below 2.0 are required to meet with their advisor to complete an Academic Success Plan and take all actions agreed upon with advisors.

Student Responsibilities - Catalog

- Students must use the “Curriculum Planning Guide and Degree Audit Worksheet” (see catalog) to develop a plan for degree completion according to the following guidelines.
 - No later than the first semester of the junior year (60 – 75 earned hours), a student must submit a plan for degree completion to his or her advisor.
 - Based on the completion of an degree completion plan approved by the advisor, students will be designated as a “Prospective Graduate” (“PG”) with the number “4”, “3,” “2,” “1” to indicate the number of semesters remaining until graduation. A student designated as “PG – 3,” for example, has an approved degree plan showing that he or she is in third semester before graduation.
 - The degree plan remains valid only if the student communicates at least one time each semester with the advisor to review the student’s progress.

Student Responsibilities - Catalog

- Students are eligible to apply for graduation once they achieve PG-2 status. The Curriculum Planning Guide and Degree Audit Worksheet, signed by the Advisor, must be attached to the Application for Graduation.
- Students must remain aware of and make decisions consistent with university policies, deadlines, and degree requirements as stated in the catalog, the FSU website, and other official documents.
- Students must recognize that failure to follow the steps outlined above will delay their graduation

Advisor Responsibilities - Catalog

- **To facilitate their advisees' degree completion, Academic Advisors must take the following steps.**
- Advisors will be available during published office hours and at other times by appointment to assist advisees in completing the student responsibilities outlined above.
- Advisors will provide accurate information in a timely manner. Advisors will usually respond to student inquiries within two business days. When advisors are not available (i.e., summer or other extended leave), they will arrange for back up.
- Advisors will help students understand their responsibilities, as outlined above, in the advisement process.
- Advisors will direct students to appropriate university resources for assistance as needed.

Advisor Responsibilities - Catalog

- For students whose GPA falls below 2.0, Advisors will work with the student to develop an Academic Success Plan and monitor student's implementation of the plan.
- Advisors will approve student Curriculum Planning Guide and Degree Audit Worksheets based on degree requirements and university policies.
- Advisors will respect advisees as individuals with different backgrounds and educational/life goals.
- Advisors will respect the confidentiality of information shared by advisees and protect the privacy of students as defined by the Family Educational Rights and Privacy Act (FERPA)
- Advisors are responsible for maintaining accurate records of meetings with advisees.
- Advisors must recognize that failure to complete the responsibilities outlined here will likely delay a student's graduation.

Resources to Support Advisement

- Catalog - sample department
<http://testforms.uncfsu.edu/catalog/ug/AS/ENFL/index.htm>
- Curriculum Planning Guide and Degree Audit Worksheet
<http://forms.uncfsu.edu/catalog/degreeaudit.cfm?scode=AS-BA-ENGL&edition=Undergraduate%20Catalog%202009-2010>
 - Not as “pretty” as some of the departmental generated guides
 - More important than “pretty,” however, is that **it is generated from the same data base as the degree programs**
 - Will guide the development of degree programs in CAAP to ensure consistency
 - Will be used by Registrar in completing final audit
 - Facilitates faculty and students understanding of their curricula
- CAAP will be implemented for department chairs, advisors to assist in monitoring progress; possibly for students at later date

Faculty Advisement Workshops

- Presented by Transfer and Advisement Center
 - Enable faculty to understand and apply policies and procedures that pertain to advisement, including student and faculty responsibilities
 - Help faculty use resources in Banner for maximum benefit
 - Offer faculty guidance on “advisement communication do’s and don’t’s”
- Faculty will receive certificates of completion for consideration in evaluation process
- Levels of Advisor Certification: Basic, Advanced, Master
- All faculty required to complete Basic Certification

Faculty Evaluation

- Effective advisement must be incorporated into evaluation and rewards system
 - The new evaluation process enables departments to establish requirements that recognize advisement
 - The number of faculty member's advisee who graduate each year will be included in faculty annual reports and acknowledged at Commencement
 - Excellence in Advisement Award – presented at Spring Commencement

Performance Measures

- Advisement Survey results (by departments)
- Retention rates in the major
- SSI and NSSE data disaggregated by major
- Ratio of substitutions/waivers to graduates

Consequences of FSU AIM 2009-10

- Retention and graduation rates will improve. (80-30-50)
- Increased percentage of students will report positive advisement experiences.
- Faculty will be better prepared for and will enjoy more fully their roles as advisors.
- Faculty rewards system will be aligned with priority of advisement.