

Provost's Academic Advising Council Annual Report:
2014-2015

Missouri State University

This report details the actions, activities, and continuing projects of the Provost's Academic Advising Council during the 2014-2015 academic year.

As outgoing AAC chair, I would like to thank Dr. Rachelle Darabi, Associate Provost for Student Development and Public Affairs for her ongoing support and guidance; Kathy Davis, Director, Academic Advisement Center for her advice and continuing support for advising excellence on campus; and the members of AAC for their dedication and enthusiasm to provide students and faculty/staff with the best advising support possible. For 2015-2016, Allan Liggett will serve as chair for the committee.

Further documentation of AAC's activities, including meeting minutes, is available upon request. Please contact me at 417.836.5321 or joshuajsmith@missouristate.edu.

Sincerely,



Joshua J. Smith
Associate Professor in Biomedical Sciences

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AAC Charge and Membership

Charge 1

The purpose of the Provost's Academic Advising Council (AAC) is to evaluate the administration and delivery of advising services to all students at Missouri State University and to make recommendations for improvements.

Charge 2

The AAC will identify current advising practices that are successful and encourage those practices among more advisors.

Charge 3

The AAC will work to enhance consistency and quality within the advising system and support student development initiatives.

Charge 4

The AAC is available for consultation as policy decisions are made that affect academic advising practice at Missouri State University.

Membership

Membership of the AAC represents Missouri State University's colleges and academic units. Members for the 2014-2015 council are listed below in alphabetical order:

- Standing Members
 - Sandy Culver, Director, Business Advisement Center (temporary replacement for Spring 2015 was Alisa Trotter, Assistant Director)
 - Rachele Darabi, Associate Provost for Student Development and Public Affairs
 - Kathy Davis, Director, Academic Advisement Center
 - Nathan Hoff, Registrar's Office
 - Dan Raines, Director, Dr. Mary Jo Wynn Academic Achievement Center
 - Tom Tomasi, Associate Dean, Graduate College
- Rotating Members
 - Steve Berkwitz, Religious Studies, CHPA, member through May 2015
 - Randy Dillon, Communication, COAL, member through May 2014
 - Tracey Glaessgen, Student Development and Public Affairs, member through May 2016
 - Brittany Lescano, Business Advisement Center, professional academic advisor representative, member through May 2015
 - Allan Liggett, Sports Medicine and Athletic Training, CHHS (member through May 2016)
 - Carol Maples, Theatre and Dance, COAL, member through May 2015
 - Linda Trinh Moser, English, COAL (member through May 2016)
 - Per Norander, Economics, CHPA (member through May 2016)
 - Judy Pickering, Professional Education Advisement Center, member through May 2015
 - Joshua Smith, Biomedical Sciences, CHHS, member through May 2015

- Diann Thomas, Chemistry, CNAS, member through May 2015 (left at Spring 2015 from MSU replacement Damon Bassett, Geography, Geology, and Planning was not able to attend Spring 2015 but will serve through May 2017)
- Rebecca Woodard, Kinesiology, CHHS (representing Secondary Education advisors; member through May 2016)

A list of nominated new AAC members will be forwarded to the Provost's Office. These new members will serve two-year terms for 2014–2016 to continue the balance of rotating and standing members.

AAC Main Actions and Achievements

Because accurate information is vital for advisors, AAC continued to develop and maintain university relationships by inviting campus representatives not only to share and update AAC members but also to collaborate upon different initiatives.

Contact with University Officials and Groups

The following individuals/groups were invited to share ideas with AAC members during the 2014-2015 year:

- Kelly Wood, Provost Fellow on Student Success (attended October 24, 2014): Kelly and the AAC talked about online and alternate modes of advising for transfer students; Outreach is creating a computer literacy readiness assessment for students to take to see if they are ready for online classes or to pursue an online degree program to help with students success; SOAR advising as well as Advising accessibility during breaks and early August and AAC suggested that a university-wide policy on advising for each department be made available of contacts during the breaks for students to see who to contact.
- Dr. Keri Franklin, Director of Assessment (attended November 21, 2014): Dr. Franklin discussed BCSSE and how advisors could use the report during their advising sessions and talked about the BCSSE results from the SOAR students. Also discussed was the NSSE data that pertained to advisement which was not very much that was direct but also mentioned that qualitative questions about advising could be added to the exit survey and she welcomes the AAC to draft specific questions to be added and to give them to her for feedback so they could potentially be added.
- Dr. Frank Einhellig, Provost (attended April 29, 2015): Dr. Einhellig continued to be an active supporter of academic advising across campus. The purpose of this meeting was to provide Dr. Einhellig with an opportunity to meet current AAC members, ask questions, offer insight, and provide input for the current focus of AAC subcommittees. Dr. Einhellig talked about some topics related to advising and retention being that this is an area of the KPI where students completed 24 hours by spreading the hours into the summer if they have other obligations such as working full-time. Also, Dr. Einhellig talked about other initiatives to help with retention such as the Math Boot Camp, College linked GEP101 sections, and Per Course Faculty Training.
- Mr. Joe Morris, Director, SOAR (attended April 29, 2015): Joe discussed administering the Beginning College Survey of Student Engagement (BCSSE) to all 2014 will be given again in 2015 SOAR students. AAC shared feedback and ways to make using the BCSSE more effective for advisors and students. Joe talked about SOAR Springboard

and the annual training that SOAR advisors have to complete. Discussion about making sure that students make a smooth transition from SOAR advising to their Fall advisement experience is key and to discuss expectations with SOAR students.

Subcommittee Accomplishments and Activities

Continuing the subcommittee structure created previously, the AAC continued to reach out to the university community in order to strengthen its relationships with faculty and staff advisors through the following four subcommittees:

- Recognition and Rewards—members (Kathy Davis, Brittany Lescano, and Nathan Hoff) worked to create ways to recognize and honor advisors and those who support advising.
- Advising Assessment—members (Tom Tomasi, Allan Liggett, Linda Moser, and Josh Smith) worked to assess advising practices across campus and to suggest future advising goals.
- Student Advising Awareness—members (Judy Pickering, Dan Raines, and Tracie Glaessgen) worked to share the importance of advising across campus with students (this subcommittee was only Advising Awareness in 2013-2014 but restructured to focus on students).
- Faculty Advising Awareness—members (Steve Berkwitz, Carol Maples, and Diann Thomas) worked to share the importance of advising across campus with students (this subcommittee was only Advising Awareness in 2013-2014 but restructured to focus on faculty).
- Faculty and Staff Concerns—members (Per Norander, Rebecca Woodard, and Sandy Culver/Alisa Trotter) worked to present possible solutions to advising barriers.

What follows is a more detailed list of the subcommittees' accomplishments and activities:

Recognition and Rewards Subcommittee:

Charge: The Provost's Academic Advising Council recognizes that the success of academic advising at Missouri State University depends on the contributions of many individuals across campus, both official academic advisors and other supporters. This subcommittee exists to recommend ways to recognize the contributions of advocates who are not official assigned advisors. Additionally, the sub-committee supports efforts to recognize participation in activities that support advisor education.

A. Achievements from 2014-2015:

1. **Review and update guidelines for the Excellence in Advising: Graduate Student Contribution & Excellence in Advising Support awards.**
 - a. Update criteria for selection to include **“and/or student”**.
...“Candidates for this award may be nominated by a Missouri State faculty and/or staff member **and/or student**”
 - b. Update selection committee members to include **“a previous advising award winner” instead of “the previous winner”**.
...“The selection committee will be comprised of four Academic Advising Council members (two staff members and two faculty members) and **a previous advising award winner.**”
 - c. Addendum in application:

...“If a previous **advising** award winner is unable to serve the following year, an additional Academic Advising Council member will be appointed to serve on the selection committee in lieu of a previous award winner.”

2. **Recognition Program Proposals for 2015-2016**

- a. Departmental Distinction in Academic Advising
 - i. Recognize departments, centers, or units that use innovative advising models or means while maintaining best advising practices for departments/advisement centers.
 - ii. Departments receive recognition certificate that is dated with the winning year to display in their office.
 - iii. Departments would have to apply for the recognition.
 - iv. Percentage of advisors with current master advising certification will be reviewed once applications are submitted.
 - v. Recognitions could be featured in the Provost’s Communique and letters of congratulations could go out to Deans and Department
 - vi. See proposed application below (pg 4)
- b. Individual Achievement in Academic Advising
 - i. Individual Achievement recipients (no applications) to be reviewed in summer and awarded certificates at the fall advising conference or first Academic Advisor Forum of the year
 - ii. First recipients of Individual Achievement in Academic Advising award to be selected in summer 2016 and awarded in fall 2016. We need to come up with a manageable process first since no applications will be required.
 - iii. Individual receives recognition certificate that is dated with the winning year to display in their office.
 - iv. This distinction would recognize faculty and/or staff advisors who achieve at one of the following levels:

Gold Level: Complete **all** of the following within one academic year:

1. Present at least one session at an academic advisor training and development program for 2015-2016 (approved settings: MACADA, NACADA, and other Master Advisor certification-eligible presentations).
2. Participate in at least fifteen hours of Missouri State University approved advisor training and development for 2015-2016.
3. Participate in a minimum of six different Missouri State University approved advisor training and development events.

Silver Level: Complete **all** of the following within one academic year:

1. *Present at least one session at an academic advisor training and development program for 2015-2016 (approved settings: MACADA, NACADA, and other Master Advisor certification-eligible presentations).*
2. *Participate in at least twelve hours of Missouri State University approved advisor training and development for 2015-2016.*
3. *Participate in a minimum of five different Missouri State University approved advisor training and development events.*

Bronze Level: Complete ***all*** of the following within one academic year:

1. *Participate in at least twelve hours of Missouri State University approved advisor training and development for 2015-2016.*
2. *Participate in a minimum of four different Missouri State University approved training and development for 2015-2016.*

B. Goals for Upcoming Year:

- a. Launch application for the Distinction in Academic Advising award
- b. Award first recipients of Distinction in Academic Advising award
- c. Develop a process to best manage the selection of Individual Achievement in Academic Advising award recipients.
- d. Review current awards for appropriate updates.
- e. Find a way to focus on a more general advisor recognition idea, such as an advisor appreciation day. Brainstorm ideas. No current budget, so this could be difficult.
- f. Look for ways to influence administrators to see the value of advising when considering decisions such as tenure or promotions.

Advising Assessment Subcommittee:

Charge: The AAC will identify current advising practices that are successful and encourage those practices among more advisors. Further, the AAC will work to enhance consistency and quality within the advising system and support student development initiatives. The Assessment subcommittee focuses on these initiatives by developing assessment tools and by analyzing collected data.

AAC's Assessment subcommittee discussed the following areas of assessment related to advisement and recommended that these areas be looked at in 2015-2016 by the next subcommittee: 1) condensing Tracy Burt's documentation on assessment to a 1-2 page summary with a few key pieces of data; 2) Development of an Advising self-assessment document; 3) Developing a survey of how advisement is done in different departments to assess the general advisement and linking to best practices.

Student Advising Awareness Subcommittee:

Charge: The AAC will create, develop, and implement strategies, which reflect the University's advising Best Practices and Mission Statement to increase recognition of the advisement process as a valuable academic component in the Missouri State University experience **to students**. This subcommittee was originally broadly defined but the bold area above was added to focus only on student advising awareness.

The Student Advising Awareness subcommittee developed customized messages for the student audience on campus that could be communicated through multiple venues at various points in time. Members of the subcommittee determined (and members of the AAC agreed) that the student messages should communicate the services and resources advisors can provide as well as promote the importance of the advisement process in students' academic careers.

A. Achievements from 2014-2015:

1. GEP101 visits & surveys distributed. Discussed the issues noted and began our plans for improving student advising awareness.
2. Developed "Advising" Digital Signs. Authorized running before pre-registration times.
3. Met w/ SGA & RHA organizations/brainstormed ideas for student awareness.
4. Develop the Advising Flyer and Distributed

B. Goals for Upcoming Year:

1. Continue to meet with SGA and RHA to communicate about advising from the student's perspective.
2. Work at expanding the Digital Signs for advising to the Library and not just PSU.

Faculty Advising Awareness Subcommittee:

Charge: The AAC will create, develop, and implement strategies, which reflect the University's advising Best Practices and Mission Statement to increase recognition of the advisement process as a valuable academic component in the Missouri State University experience **to faculty**. This subcommittee was originally broadly defined but the bold area above was added to focus only on faculty advising awareness.

The Faculty Advising Awareness subcommittee developed a survey about advising resourcing during breaks to better understand the way this was being handled around campus.

A. Achievements from 2014-2015:

1. Developed Faculty Advising Survey that was given to Department Heads in March 2015.
2. Advisor forum on the Academic Advising Council was held to help communicate the goals of this university committee

B. Goals for Upcoming Year:

1. Look at the data obtained from the survey done in March 2015 and make recommendations to AAC as to if should get this same data from faculty to compare opinions from administrator verses faculty/staff.
2. Work on developing a way for those periodic advising updates and changes to be collected in one place and made available online for faculty advisors. These revisions and announcements are difficult to keep track of after they have been sent by email.
3. The faculty probably could use a little help in keeping track of those “advising notes” sent out to advisors.
4. Continue to help promote and advertise the Academic Advisor Forums, workshops, and advising related conferences and activities to faculty to continue growth and learning of best practices in advising.

Faculty and Staff Concerns

Charge: This subcommittee exists to discuss and address advising concerns of faculty and staff members of Missouri State University.

A. Achievements for 2014-2015:

The Faculty and Staff Concerns subcommittee discussed balance on advising load for faculty and compensation and how advising is listed in promotion and tenure documents. Also, the committee talked about putting together a survey for faculty on advising (climate survey about advising for faculty). Another idea discussed was the need to develop a Best Practices in Group Advising since this is becoming more popular now with the larger advising loads in certain areas.

B. Goals for Upcoming year:

The Faculty and Staff Concerns subcommittee should work closely with other subcommittees to get a survey from the faculty’s perspective on advising load and compensation, advising procedures and compensation for advisement during summer breaks and even other short breaks. Following collection of this data this subcommittee should draft a ALC and Faculty Senate Resolution to look into this to create clear communication of advisement and compensation. Additionally, in that survey to faculty or in a separate one it needs to be looked at as to how different departments handle advising in tenure and promotion and report these findings to AAC and then make recommendations.

Unfinished Business for 2014-2015

As noted with the aforementioned reports, each subcommittee has some future goals and ideas to explore further. Also, at the end of the Spring semester a Group Advising Best Practices subcommittee was formed but these was not enough time in the academic year to complete anything. It would be good for the advising community at Missouri State to have resources about Best Practices in Group Advising and even maybe an Advisor Forum on the topic. This subcommittee may not be a standing subcommittee but just around until the task is completed. It also could be put under the charge of one of the other subcommittees if the next chair sees fit. Under the guidance of 2015-2016 AAC Chair, Allan Liggett, subcommittees will examine their future projects to determine feasibility.