

Provost's Academic Advising Council Annual Report:
2015-2016

Missouri State University

This report details the actions, activities, and continuing projects of the Provost's Academic Advising Council during the 2015-2016 academic year.

As outgoing AAC chair, I would like to thank Kathy Davis, Director of the Academic Advisement Center, for her support and for the opportunity to serve as the chair of the AAC. It was a valuable learning experience for me and provided an excellent opportunity to interact with multiple individuals across the campus. The experience strengthened my belief on the excellent advising and Academic Advisement Center the University provides to its students, faculty, and staff. I would also like to thank Dr. Rachelle Darabi for her support and the dedicated service of all the members of the AAC. For 2016-2017, Mr. Nathan Hoff of the Registrar's Office will serve as chair for the committee.

Further documentation of AAC's activities, including meeting notes, is available upon request. Please contact me at 417.836.8553 or allanliggett@missouristate.edu.

Sincerely,

Allan Liggett
Clinical Associate Professor
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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 2015-2016 council are listed below in alphabetical order:

- Standing Members
 - Sandy Culver, Director, Business Advisement Center
 - 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
 - Damon Bassett, Geography, Geology, and Planning, member through May 2017
 - Ken Brown, Economics, CHPA, member through May 2017
 - Tracey Glaessgen, Student Development and Public Affairs, member through May 2016
 - Jerri Lynn Kyle, Communication, COAL, member through May 2017
 - Allan Liggett, Sports Medicine and Athletic Training, CHHS (member through May 2016)
 - Susan Martindale, Academic Advisement Center, professional academic advisors, member through May 2017
 - Linda Trinh Moser, English, COAL (member through May 2016)
 - Juli Panza, Education Advisement, member through May 2017
 - Melissa Remley, Agriculture, member through May 2017
 - Rebecca Woodard, Kinesiology, CHHS, representing Secondary Education advisors, member through May 2016
 - Adena Young-Jones, Psychology, CHHS, member through May 2017

A list of nominated new AAC members will be forwarded to the Provost's Office. These new members will serve two-year terms for 2016–2018 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 2015-2016 year:

- Joshua Smith, Provost Fellow for General Education Transition, met with the AAC on several occasions to provide updates on his role and developments with General Education Transition. At the October meeting, Josh noted the Old General Education Reciprocity had been approved by Faculty Senate but was still open for challenges until November 1, 2015. The Bachelors of General Studies admissions criteria had been approved by CGEIP and will go to faculty senate. Glass 101 will be closed for spring 2016 and there are discussions on how to accommodate the classes which use this lecture hall. At the November 2015 meeting, Josh stated the Reciprocity of Old General Education Course has gone to the President and was signed. Once it is in the Registrar's office, faculty/staff/students will be notified. Josh also provided an update on other general education course options. For the December 2015 meeting Josh was accompanied by Charles Whitaker (graduate student in assessment office). Charles presented a visual aid created to assist with understanding of the general education plan. See attached document. Josh provided other updates to the general education plan.
- Mark Woolsey, Office of Assessment, attended the September 2015 meeting and provided the AAC with a report on the NSSE findings. Positive areas of the report were campus engagement and environment as well as faculty interaction. Higher order learning was not as positive of a finding. Dr. Darabi noted the comparison piece to the NSSE is the BCSSE and the University had a high response rate. All of the data from the NSSE and BCSSE are being examined to provide the University with direction aimed at student success and retention.
- Dr. William Bray, Math Department Head, attended the October 2015 meeting to provide an update on the Math Boot Camp. During summer of 2015 the Math Department held an experimental 2 week intersession course designed to bolster algebraic skills for those students not qualifying for Math 135. This summer, 15 of the 23 students passed the course. He noted it won't be until the end of the fall semester before a decision can be made on the overall success of the Boot Camp. Dr. Bray discussed issues such as viability of MTH 135 being a general education course, the state lowering the ACT score for MTH 135 placement, a summit meeting in Jefferson City this year to look at math options, and the best advisement practices for recommending MTH 103 vs MTH 135. Dr. Bray address multiple questions from the AAC members.
- Dr. Keri Franklin, Office of Assessment, met with the ACC during the October 2015 meeting. She discussed the NSSE and BCSSE and options for adding modules to the

surveys. The AAC has spoken with her last academic year in regard to adding questions pertaining to advisement. She indicated modules could be added but had a concern for making the survey too long and not getting good response rates from the students. She noted a good option might be to add a few advisement questions to the Senior Exit exam which is completed on BlackBoard.

- Dr. Robert Hornberger, Registrar, attended the March 2016 meeting. He provided an update on the External Review plan for the Registrar's office and will be needing members of the AAC to attend a session to meet with reviewer. Several of the committee members met with the site reviewers during their visit to the University. Dr. Hornberger provided additional updates on mid-term grades, sequenced registration, Student Educational Planner, and changes to the Registrar's Office website.

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 (Ken Brown, Kathy Davis, and Nathan Hoff) worked to create ways to recognize and honor advisors and those who support advising.
- Advising Assessment—members (Allan Liggett, Linda Moser, Juli Panza, Tom Tomasi, and Adena Young-Jones) worked to assess advising practices across campus and to suggest future advising goals.
- Student Advising Awareness—members (Tracey Glaessgen, Susan Martindale, and Dan Raines) 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 (Damon Bassett, Jerri Lynn Kyle, and Melissa Remley) 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 (Sandy Culver, Melissa Remley, and Rebecca Woodard) 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.

1. Achievements from 2015-2016:

- a. Nathan Hoff, Tracey Glaessgen, Linda Trinh Moser, Ken Brown, and Christy Graham served as members of the award review committee for the Excellence in Advising Support Awards. Recipients of the award were the support staff for the Darr School of Agriculture and were presented with the award at the March Master Advisor Reception. Recipients of Excellence in Advising Awards were Erin Buchanan and Darren Wienberg and were also recognized at the March Master Advisor Reception.
- b. Graduate student advising award was not presented this year due to a lack of nominations. The AAC discussed options to increase nominations. One of the concerns was that members of the AAC could not nominate or write letters of recommendations as noted in the award criteria. The AAC agreed to allow members of the AAC to nominate graduate students or write letters of recommendation as long as the AAC member was not on the award selection committee. The committee also discussed options to make the faculty/staff at the University more aware of the award and the nomination process. Other options discussed were to advertise the award through the graduate college, increased e-mails, and advertising with University groups/committees such Interdisciplinary Committee.

2. Goals for Upcoming Year:

- a. Update nominating criteria for graduate student advising award.

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.

1. Achievements from 2015-2016:

- a. The Advising Assessment Subcommittee examined the 75 hour requirement for advisor release. Carry over from last year's agenda, the AAC was asked to explore the viability of raising the 75 hour requirement. The subcommittee researched advising practices at several benchmark institutions but found no consistency in requirements for advisor release. The findings were brought to the full AAC for discussion. Concern was expressed with ensuring quality advising practices for students yet not increasing workload for faculty/staff. Various options were discussed but there was a lack of consensus with the council. A survey was developed for the members of the AAC to rank their top 3 choices. An executive summary of the findings will be provided to Dr. Frank Einhellig. The most popular advising options were:
 - i. Current model with an additional advisor release at 100+ credits (most popular choice)

- ii. Required advisor release to 60 credits, once between 60-89 credits, once after 90+ credits
 - iii. Required advisor release every semester but with the option of an advisor either approving multiple releases in advance or applying a multiple semester release
 - iv. Current model with additional “x” number of required advising appointment for transfer students over 75 hours
- b.** The Advising Assessment Subcommittee was charged with examining group advising practices on campus with the goal of developing a best practices for group advising. The subcommittee researched peer institutions which provided some feedback on group advising techniques. The subcommittee developed a survey to be sent to MSU faculty/staff with the intent of identifying the prevalence of group advising activities, successful techniques, and concerns. The survey was finalized late in the semester and the timing of the survey sent to advisors would have been during finals week. The survey was not sent and will be sent out once faculty are back on campus in August 2016 to assist with a better return rate. Data from this survey can be used to develop a best practices for group advising at MSU.

2. Goals for Upcoming Year:

- a.** Submit group advising survey in August 2016 and compile the results to develop a best practices for group advising at MSU. Consider developing an advisor forum for group advising practices sponsored by the Academic Advisement Center.
- b.** Develop Senior Exit Exam questions related to advising. Work with Assessment Office to incorporate this into the exam.

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.

1. Achievements from 2015-2016:

- a.** The sub-committee reported that Dr. Gloria Galanes of the Department of Communication gave \$200 in travel funds to the department of each certified master advisor as a way to encourage faculty/staff to attain and keep this status.
- b.** Bear Essentials Advising flyer was sent out to all advisors on the listserve. It was suggested this be added to the Resources section on the Academic Advisement Center’s website.

- c. Admissions Office will be adding information to the Transfer website the advising flyer.
- d. Advising signs have been placed in PSU and the sub-committee is working to have digital signs in the library. Digital signs went into place at both PSU and the library in February 2016.
- e. Sub-committee is working on a “Talking Points” handout to be sent to students providing them with information for productive discussions with their advisor.

2. Goals for Upcoming Year:

- a. Ensure Advising Essentials flyer is on Academic Advisement Center’s website.
- b. Develop “Talking Points” handout for students.

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.

Faculty and Staff Concerns

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

Key Topics Discussed by the AAC during 2015-2016 academic year

- Throughout the year Kathy Davis kept the AAC members updated on Academic Advisor Forums presented by the Advisement Center. Discussions were held over ideas for different topics, increasing the number of master advisors, day/time offerings for sessions, October 2015 Advisor Conference co-sponsored by the AAC, etc. Safe Zone training was conducted in March and was well attended with all seats filled.
- Dr. Einhellig presented the AAC during the 2014-2015 year the idea of exploring the 75 credit hour load for advisor release and the potential of this number being increased. The advising assessment sub-committee was charged with leading this inquiry. This topic was discussed with the full AAC on several occasions. Details on the findings can be found in the advising assessment sub-committee report.
- Throughout the semester, Nathan Hoff provided updates from the Registrar’s Office. Faculty Grade entry had a trial run this summer and went well. It continued to work well during the fall semester with positive feedback from faculty. Wait listing for courses will

begin in the fall. The Second Annual Office of the Registrar Meeting was well attended. Degree works went live in the fall with training sessions provided for faculty and staff. Initial running of Degree Works was overall positive. Nathan provided update on the Drop with a Hold workflow and stated that students with a hold on their account can now initiate the workflow for dropping a class.

- E-mail conversation with Joe Morris regarding any potential changes to SOAR for summer 2016. He did not anticipate any major changes that would have any effect with academic advising.
- Discussed “transgender name/gender change” on Banner and advising page. This is a topic that is being discussed by different groups across the University.

Unfinished Business for 2016-2017

- Continue to examine potential advising questions to add to the Senior Exit exam and consult with Dr. Keri Franklin or Mark Woolsey. The AAC discussed this on several occasions but did not complete a list of questions to add. Adena Young-Jones will be one of the key individuals to continue work on this topic as it is related to some of her research.
- Develop potential graduate research topics.
- Under the guidance of 2016-2017 AAC Chair, Nathan Hoff, subcommittees will examine their future projects to determine feasibility.