

ACADEMIC ADVISING

Fort Hays State University believes that academic advising has a significant impact on student success and persistence. We have developed an advising plan and have been working to revise some of our processes to help students formulate a sound education and career plan. Our advising goals along with the Regents' Academic Advising Baseline from May 1999 are driving forces in our efforts for continuous quality improvement.

Our Affinity Diagram for Academic Advising was updated in the fall 2000 semester to reflect the changes that our university is going through (Appendix A). We believe that the elements/characteristics of our plan will meet the expectations and needs of our campus community. Our affinity diagram reflects not only our university goals, but those goals of the Regents' Baseline (Appendix B) as well.

REGENTS' SECTION 1.

Goal Setting

Goal setting is a crucial element for any student coming to FHSU. 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 them 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.

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 the student's 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.
- Students who are seeking a degree also receive an official degree summary provided by degree analyst in the Office of the Registrar. The advisor and advisee review the degree summary on a semester basis to ensure that curriculum needs are identified and meet. Web and paper course schedules are available for each student who allows them to review their plans and curriculum needs before pre-registration appointments are held with their advisor.
- Career options are discussed with the advisor in the department and services are also available at the Office of Career Services. Students who want to explore multiple options

are referred to Career Counseling and other academic departments where they have interests.

- Information is made available to students through the University Catalog, websites and in department offices regarding curriculum and many other areas too numerous to include.

Transitions

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.

- 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.
- The FAST Track Program allows for ease of transition with our eight primary feeder community colleges (Barton County Community College, Cloud County Community College, Colby Community College, Dodge City Community College, Garden City Community College, Hutchinson Community College, Pratt Community College and Seward County Community College). Our program lays out the curriculum for each degree available at FHSU for community college transfers. They have the opportunity to work with an advisor at each institution to ease the transition to FHSU and obtaining their personal goals.

Accessibility

Each Academic Advising System should have reasonable hours of availability for students. Additionally, students should be able to set up appointments within the System for an adequate amount of time to make curricular selections and career choices.

- Advisors are required to post office hours for student information.
- Appointments can be made with advisors in person, by phone, fax, or e-mail and through department offices.
- Office hours are extended to accommodate students when mid-term grades are released and during early registration times.

Referral to Campus Resources

Each Academic Advising System should be able to refer students to various campus resources including but not limited to: University Counseling, Office of Student Activities and Services, Career and Employment Services, Career Information Center. 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 student access. The numbers provided here are a reflection of services accessed during the 1999-2000 academic term.

Referral Resource	Units of Service
Academic Support –	
Tutoring	972
Supplemental Instruction	533
Academic Counseling/Study Skills Training	314
At-Risk Interventions	23
Y.E.S. Program Student Contacts	2,304
Standardized Test Preparation	193
Learning Disability Test Administration	21
Reading and Study Skills Class	1,173
Outreach	2,509
Career Services	
Alumni Updates/Reactivations	1,256
Class Presentations/Seminars/Workshops	2,400
Counseling for Job Assistance	549
Jobs for Tigers Referrals	3,114
Interview Participation (on-campus)	506
Student Credential Requests	1,241
Student Referrals	282
Job Placement and graduate/professional admission was 98% for 1999-2000.	
Disabled Students	
Accommodations requested	219
Personal Counseling	
Intake	169
Ongoing	562
Testing Services	
CLEP	3
GED	33
MAT	40
NET	7
SPEAK	2
Undecided Students/Career Counseling	
Advising	614
Initial interviews	135
Career sessions	188
Strong/Keirse	101
DISCOVER	202
Outreach	1,121

REGENTS' SECTION 2.

Each Academic Advising System shall provide information to students to inform them of their responsibilities in the Academic Advising process.

- The *Student Academic Planner* was developed to inform students of a variety of issues (advising expectations, academic success, general education requirements, transfer and articulation, procedures, Internet access, frequently asked questions and many more). The planner serves as a resource in addition to the faculty and staff who are available to help meet the needs of both current and prospective students.
- The Academic Advising website (<http://www.fhsu.edu/acad-adv/advisexp.html>) provides information regarding the responsibilities of both the advisor and the advisee.
- The *University Catalog* provides information related to the responsibilities of both the advisor and the advisee.

REGENTS' SECTION 3.

Each Academic Advising System shall be responsible for the necessary training of Academic Advisors to assist them in meeting the requirements of this Baseline. FHSU started its formal development program in the fall of 1997.

- Advisor development program that entails a large range of topics including, but not limited: referral sources (career counseling, career placement, academic success, drug/alcohol counseling, student health, personal counseling, financial assistance), policies and procedures related to advising, advising special populations (international students, athletes, disabled students), using the ACT Profile, general education, and transfer and articulation.
- FHSU implemented a new advisor evaluation process beginning the fall of 2000 and plan to use information provided to develop and increase development opportunities for advisors in the areas of need.
- The Office of Academic Advising publishes the *Tiger Exchange* which is a newsletter for advisors to provide current information on advising, provide answers to frequently asked questions, and exchange ideas about advising. Our fall 2000 editions covered: advising award winners, KAAN (Kansas Academic Advising Network) conference information, our new Satisfactory Academic Progress Policy for recipients of financial assistance, career services, qualified admissions requirements, photo advisees lists, differences in advising and counseling, evaluation information regarding early registration, and the new process for schedule changes prior to spring 2001.
- Development opportunities are also available through conference attendance. FHSU covered the expense for all advisors who attended the KAAN Conference in September 2000.

- The Academic Advising website provides a track solely for faculty and staff (<http://www.fhsu.edu/acad-adv/faculty.html>). This site provides information related to information and resources that are available for advising.

REGENTS' SECTION 4.

Each Academic Advising System shall have a mechanism to assess Academic Advising at the Department level, considering the above Baseline, on a yearly basis and shall report the results of said assessment as part of Program Review to the Board of Regents.

- In response to the results of our campus advising pilot study from 1998-1999, we spent the 1999-2000 academic year creating an assessment instrument that could be used university-wide. The new FHSU Student Evaluation of Advising (Appendix C) and FHSU Advisor Information Form (Appendix D) were used for assessment for the first time in the fall 2000. Assessment information has not been completed at this date.