

**Academic Advising Report  
(Reported February 2011)  
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. Total report should not exceed three pages.

**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:

**(1) Goal Setting**

Goal setting is a crucial element for all FHSU students. Our advisors meet with each advisee in a one-on-one situation to help the advisees 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, a Career Planning and Development course and knowledge of the faculty advisors. Our campus-wide advising assessment showed that only 16.3% of students disagreed with the statement, "My advisor discussed career opportunities in my field of study." Of the respondents, 20.9% felt that the item did not apply to them. In addition, 69.1% of students agreed, "I have discussed my educational goals with my advisor." Establishing an educational plan that is reflective of the student's goals aids in the retention and persistence of students.

**(2) Information.**

FHSU 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 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. In addition, all degree seeking students receive an official degree summary provided by a 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 met. This degree summary is now available through our student portal along with the option to

	<p>explore other degree programs and their requirements. Over 82% of students agreed that “My advisor provides accurate information concerning course selection” and 71.5% agreed “My advisor provides information concerning graduation requirements.”</p>
<b>(3) Transitions</b>	<p>Our goal is to ensure that each student is provided the opportunity to fulfill his/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. A transfer equivalency website has been 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. FHSU students had 17,170 add (5555)/drop (9978)/ withdrawal (1637) requests processed during Academic Year 2009-2010. Less than 8% of students disagreed, "My advisor provides information regarding the add/drop process." Only 17.4% disagreed with the statement, "I understand the process to change my major", and 19.2% felt that this does not apply to them. We have some concern that 25.2% of students disagreed with the statement, "I understand the process to change my advisor," with 17.5% stating that it does not apply to them. Our assessment tells us that in relation to transitioning we still have some work to do. As an institution, we must continue to educate our students regarding add/drop/withdrawal and major and advisor change processes should the occasion arise. We had 7,945 major changes during 2009-2010; students are aware of the process to change their major.</p>
<b>(4) Accessibility:</b>	<p>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 constituents. Students are able to set up appointments within the system for an adequate amount of time to make curricular selections and career choices. Over 72.7% of students agreed with the statement, "Adequate time is available to meet my advising</p>

	needs", and an additional 12% were neutral. Professional advisors and faculty advisors work to inform students regarding their schedules. During 2009-2010, 77,047 courses were approved or denied by advisors through the TigerEnroll (online enrollment) Portal.
<b>(5) Referral to Campus Resources</b>	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. The numbers provided here are reflections of services accessed during 2009-2010. Less than 9% of students disagreed that "My advisor makes referrals to appropriate campus resources/services". Our students (21.8%) indicated that this does not apply to them and another 13.7% were neutral.
<b>b. Each Academic Advising System shall provide information to students to inform them of their responsibilities in the Academic Advising process.</b>	FHSU provides information through the Academic Advising and Career Exploration Center with our web site ( <a href="http://www.fhsu.edu/aace">www.fhsu.edu/aace</a> ) and Student Academic Planner in hardcopy and online, The Registrar's web site ( <a href="http://www.fhsu.edu/registrar/">http://www.fhsu.edu/registrar/</a> ), the University Catalog ( <a href="http://web.fhsu.edu/universitycatalog/">http://web.fhsu.edu/universitycatalog/</a> ), Student Handbook and all newly designed departmental web sites.
<b>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.</b>	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 Portal Development Team 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.
<b>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.</b>	FHSU conducts an annual electronic Evaluation of Student Advising. This is done from March 1 - February 28 via TigerTracks. The data is compiled and distributed to chairs for dissemination to their faculty, deans, and the provost. Departments that

	have additional accreditation standards beyond those of the Higher Learning Commission do additional assessments specific to their individual standards.
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