

**Academic Advising Report  
AY 2011  
(Reported to Board Office February 2012)  
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:

<p><b>(1) Goal Setting</b></p>	<p>Goal setting is imperative for students in their educational planning. FHSU academic advisors meet with each advisee in a one-on-one situation to assist advisees in identifying their values, career goals and challenges they may face. They work with advisees to clarify personal goals and values, and discern and develop education and professional objectives that suit the student's interests and abilities. Academic advisors especially aid students in identification of the relationships between coursework, enrichment opportunities, and career paths. Advisors utilize ACT report information and make referrals for both career counseling and career services for students who are unclear of their goals or how to put their goals in motion.</p> <p>Our Student Evaluation of Academic Advising indicated that only 16% of students disagreed with the statement, "My advisor discussed career opportunities in my field of study." In addition, 71.4% of students agreed, "I have discussed my educational goals with my advisors." Establishing an educational plan that is reflective of the student's goals aids in the retention and persistence of students.</p>
<p><b>(2) Information</b></p>	<p>FHSU Academic and Career Advising 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 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.</p> <p>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</p>

and met. This degree summary is now available through our TigerTrakcs student portal along with the option to explore other degree programs and their requirements. This includes being able to select any degree program at FHSU, as well as, minors and running a What If against their transcript. This allows students to review information for a variety of majors and minors that can support their goals. At FHSU, 79.5% of students agreed that "My advisor provides accurate information concerning course selection" and 70.3% agreed "My advisor provides information concerning graduation requirements." Students reported that they act on their advisors suggests at 87.1% agreement.

**(3) Transitions**

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. Our transfer equivalency website was 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 17,624 add (5463)/drop (10,252)/ withdrawal (1909) requests processed during Academic Year 2010-2011. Less than 9% of students disagreed, "My advisor provides information regarding the add/drop process." Only 17.1% disagreed with the statement, "I understand the process to change my major", and 17.2% felt that this does not apply to them. We have some concern that 24.2% of students disagreed with the statement, "I understand the process to change my advisor," with 16.6% 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 will continue to educate our students regarding add/drop/withdrawal and major and advisor change processes should the occasion arise. We had 8,564 major changes during 2010-2011; students are aware of the process to change their major.

FHSU holds orientation for new students (freshmen and transfer) at the beginning of the fall semester in an effort to provide information on transitioning to the university. The Student Academic Planner is provided to on-campus students in hardcopy and is also available online at:

	<p><a href="http://www.fhsu.edu/aace/planners/">http://www.fhsu.edu/aace/planners/</a>. FHSU also has Learning Communities that are open to new freshmen to assist them in acclimating to the institution. The LC's began in Fall 2010 with one and will have eight in Fall 2012.</p>
(4) Accessibility	<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 advisees. 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% of students agreed with the statement, "Adequate time is available to meet my advising needs", and an additional 9.9% were neutral. Professional advisors and faculty advisors work to inform students regarding their schedules. During 2010-2011, 81,597 courses were approved or denied by advisors through TigerEnroll (online enrollment portal). FHSU is currently piloting a new Advising Online Notes system to allow for advising supervisors to be able to access a students information if their advisor is not available. We anticipate going live during 2012.</p>
(5) Referral to Campus Resources	<p>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 2010-2011. Less than 10% of students disagreed that "My advisor makes referrals to appropriate campus resources/services". Our students (20.3%) indicated that this does not apply to them and another 12.8% were neutral.</p>
b. Each Academic Advising System shall provide information to students to inform them of their responsibilities in the Academic Advising process.	<p>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 departmental web sites.</p>
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.	<p>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</p>

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. During the 2011, TigerCentral (faculty/staff portal) was unveiled. This new portal provides faculty and staff with centralized access to campus web services. FHSU continues to move forward in providing resources to support advisors in fulfilling their responsibilities to their advisees and the institution. TigerCentral houses the new advising notes application.

FHSU will be implementing a Student Engagement and Advising Center (SEAC) to provide a higher level of service to FHSU's approximately 5,897+ online undergraduate students (unduplicated headcount, FY 2011). Increased engagement between students and the university will address the following goals:

- Achieve increases in average persistence of non-international partner undergraduates.
- Increase persistence in junior transfer success through targeted activities.
- Increase Virtual College successful course completion rates (A, B, C, D, Pass).
- Increase graduation rates.
- Increase relevant NSSE scores, especially those measuring supportive environments.

SEAC will be adding four advisors and four student employees to provide this service to virtual college undergraduates who are transitioning to FHSU.

**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.

FHSU conducts an annual electronic Student Evaluation of Academic Advising. This was done from March 1, 2010 - February 28, 2011 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.