

Committee on Academic Advising
Report to Faculty Senate
April 25, 2011

The Committee launched a **website** “Advising for Registration Resources” accessible from the Committee’s webpage, from the A-Z index, and on the faculty page of Central Pipeline. It is designed for faculty advisors and includes one click links to critical sections of the University website such as current course descriptions, the General Education program, the course by course transfer equivalency website to other state public institutions, the Registrar’s Office, and many others. Several PDF documents are posted including the *Academic Advisor’s Quick Troubleshooting Guide*, *Helpful Hints for Advisors*, and the *Honors Program General Education courses*. The Committee welcomes input and suggestions for improvements and additions.

Much of the year was spent discussing the **school-based advising centers**. A Project Proposal was submitted to and accepted by the UPBC to create centers in the School of Arts and Sciences, School of Education and Professional Studies, and the School of Engineering and Technology. The School of Business center is already up and running. Space has been identified for A & S and E & T. Both spaces are currently empty and need renovations and furnishings. SEPS is waiting for confirmation of requested space. Funds have been committed by the Provost’s Office for staffing with a graduate intern or graduate assistant. It is hoped that the centers will be operational by the opening of the Fall 2011 semester.

Six basic roles for the school-based centers were identified. It is recognized that some of these roles will be in coordination with other offices /units on campus.

- Intake of transfer students in coordination with Transfers and Articulation Office
- Assist in the probation process and interventions for students on academic probation
- Provide career related activities for majors within the school
- Coordinate with alumni office on various activities
- Provide supplemental academic advising for pre-majors and other students as needed, offering increased availability for students (open later in the evening)
- Provide site for tutoring/mentoring

Future plans:

Engage in process mapping of the advising system across campus from the time a student is admitted until graduation in order to streamline the current advising process, reduce redundancies, and guarantee that no student gets overlooked. We feel this is an important next step in helping increase graduation and retention rates.