

College of Arts and Sciences Advising Plan

Philosophy and Purpose

The Arts and Sciences Advising Center (ASAC) will provide academic and career advising by professionals who will be available, accessible, knowledgeable, helpful, personable and approachable. The ASAC advisors will assist students in navigating between curricular, co-curricular and extra-curricular issues and activities. New freshmen and transfer students will have access to on-going, one-to-one contact that will enable them to better prepare for educational experiences and situations beyond the classroom. Advisors will provide accurate and consistent academic planning, while also elevating expectations for research, creative activities, networking and campus engagement. This will allow students to define and implement sound educational plans consistent with their goals, career plans and values, resulting in strong academic and experiential transcripts.

ASAC will provide students with accurate and timely advising that will prove to be an asset to the college and the university. The services provided through the center will be a critical component of the educational experience of undergraduate students.

Measurable Goals and Student Outcomes

- 1) All full-time professional advisors within ASAC will complete the highest level of university advisor training within three months of its implementation, or their hire date, whichever is pertinent. These advisors will also complete all continued training opportunities provided by the university. Engagement in conferences and other information sessions offered by professional organizations will be required, when appropriate.
- 2) Faculty and staff advisors throughout the college will complete a minimum of level two university advisor training within six months of its implementation, or their hire date, whichever is pertinent. College department heads may utilize the training waiver for their faculty and staff, when appropriate; however, all college advisors will be expected to complete any and all continued training opportunities provided by the university. Department heads will be responsible for tracking staff and faculty advisor training completion and/or waivers within their respective departments/programs.
- 3) ASAC will maintain confidential, inclusive and accurate record keeping reflecting advising and career appointments/conversations, planning and student goals and expectations.
- 4) ASAC advisors will assist in the integration of faculty and departmental programming to allow for seamless transitions of students to departments for advising. The programming will allow for exploration and connection with professors, staff and fields of study.
- 5) Ongoing communication between ASAC advisors and college faculty and staff will promote shared information, ideas and solutions that will benefit students.
- 6) ASAC advisors will function utilizing an advising model with training, expectations, consistent standards, accountability and assessment.
- 7) Students will gain an increased awareness and utilization of campus resources, and participation in programs abroad.
- 8) Students utilizing ASAC will learn:
 - a. Basic requirements of UW, the College of Arts and Sciences and their major.
 - b. How to register for courses.
 - c. Where to find accurate information.
 - d. The ability to find and use campus resources.
 - e. Academic planning skills.
 - f. How to develop a solid educational plan.
 - g. Communication skills.
 - h. How to create their own path through their educational career, by evaluating their options and making effective decisions.

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College Advising Model

ASAC will consist of student centered professional advisors who will serve A&S freshmen during orientation and throughout their first academic year. A&S transfer students will be advised through ASAC during their first semester. Advisors will utilize holistic, developmental advising while engaging in both academic and career planning. In addition, advisors will assist students in developing experiential transcripts comprised of community service, internships, conference presentations, theatrical/musical performances, study abroad, awards and recognition, and campus leadership.

ASAC advisors will be expected to:

- Be accessible for meetings with advisees during office hours for advising via telephone, email, or web access.
- Maintain confidentiality.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Provide students with information about and strategies for using the available resources and services on campus.
- Encourage and support students as they define and develop realistic goals, and gain the skills to develop clear and attainable educational plans.
- Monitor and accurately document students' progress toward meeting their goals.
- Assist students in gaining decision-making, problem-solving and evaluation skills.
- Uphold the core values of academic advising as identified by the National Academic Advising Association (NACADA).

A&S undeclared/exploratory students and students admitted with support will continue to be advised through the Advising, Career and Exploratory Studies office (ACES - formerly the Center for Advising and Career Services). If freshmen change from undeclared to declared within the college during their first academic year, they will be provided with ASAC services after their change of major and throughout the remainder of their first academic year. New freshmen wanting to change to an A&S major during or immediately following their second semester at UW will be provided an opportunity to meet with an ASAC advisor to compose a new academic plan.

Whenever feasible, the connections between ASAC advisors and students will begin early, sometimes before they even apply to the university. These connections will be established by high school and college visits collaborated with UW Admissions, availability to prospective students and their parents during campus recruitment events, and appointments with said students and parents when departments/programs are unavailable to meet with them during campus visits. In addition, newly admitted students will be encouraged to contact ASAC advisors to assist them with their transition to campus.

As often as possible, ASAC advisors will attend department/program meetings for their respective assigned majors to remain thoughtful and informed about what departments/programs are doing and the scholarly interests of faculty. Monthly meetings between ASAC advisors and college advising coordinators will allow for cooperative and engaging opportunities for feedback, event planning, informational updates and camaraderie. In addition, regular meetings with UW's Casper College advising staff, UW's Advising Coordinators housed throughout the state, and ASAC advisors will promote collaborative efforts, problem solving, and information sharing.

ASAC will build and maintain a website containing brief informational and/or instructional videos, updates, contact information, collaborative college information, connections to resources, walk-in advising hours and links to ASAC social media sites. The website will contain a landing page and remain consistent with UW marketing and branding.

Communication between ASAC advisors and students will be highly targeted, instead of sending blanket emails. Students will recognize the information to be specific to them and personalized from their advisor. This will assist in developing a standard of trust and engaging relationships with students.

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ASAC advisors will assist in the coordination of faculty and/or department/program student programming to allow for exploration and connection with professors, staff and fields of study. Examples of programming might be “Majors Meetings” every semester to highlight significant developments in the field of study and/or monthly informal coffee chats for students and faculty interaction.

Faculty and staff throughout the college will be encouraged to serve as mentors to students being advised through ASAC. Confidential, inclusive and accurate record keeping reflecting advising and career appointments/conversations, planning and student goals and expectations, combined with faculty/departmental programming and mentoring, will allow for a smooth transition of students from ASAC to departments/programs.

Students exiting the services provided by ASAC will have the opportunity to participate in an evaluation of the center and its staff, while also expressing their expectations of the department/program by which they will be advised during their latter undergraduate years.

One advisor within the A&S Advising Center will have partial responsibilities serving the college with internship and career support. This advisor will meet with ACES weekly and work closely with that office to provide a specified extension of their services to A&S students, staff and faculty. Student assistance provided by this position will consist of resume reviews, mock interviews, guest speakers and workshops. This advisor will also assist A&S departments/programs with career fair development, internship contacts, on-campus interview coordination, and utilization of UW career software (Handshake).

ASAC will provide their services year round; however, college departments and programs will also be responsible for providing advising assistance throughout the calendar year to students outside ASAC’s realm of services. This includes availability for course overrides during summer orientation sessions. In the event that a department cannot provide coverage at any time throughout the calendar year, arrangements for coverage and delegation of decisions must be made to either ASAC or ACES staff.

Staffing

ASAC is located in the east-side basement of Ross Hall, with offices, reception area, a storage room and a conference/waiting room.

The College of Arts and Sciences will recruit, hire, supervise and evaluate ASAC advisors in accordance with institutional goals and the UW’s Advising Council’s policies and guidelines.

ASAC advisors will cross-train with one another so students will have some flexibility in services, especially walk-in traffic. This will also allow for coverage during advisor vacation and sick leave. The center will be open throughout the calendar year, minus institutional closures.

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Foundational staffing for the A&S Advising Center is six:

1. Manager, Student Advising – case load of ~150 students
 - Member of the National Academic Advising Association
 - Member of the Pre-Law Advisors National Council
 - Humanities/Fine Arts (all students) – major to be phased out
 - Math/Sciences (all students) – major to be phased out
 - American Studies
 - Anthropology
 - Criminal Justice
 - History
 - Sociology
 - The manager will also plan college level participation in the main UW on-campus recruiting events, coordinate the UW pre-law advising process, independently make college-level decisions on petitions/substitutions/waivers and other university forms, and facilitate monthly meetings of the A&S Student Ambassadors with the Dean.
2. Academic Advising Professional, Senior: – case load of ~200 students
 - Member of the National Academic Advising Association
 - Biology
 - Botany
 - Mathematics
 - Physiology
 - Statistics
 - Wildlife and Fisheries Biology and Management
 - Zoology
3. Academic Advising Professional, Senior: – case load of ~170 students
 - Member of the National Academic Advising Association
 - Astronomy and Astrophysics
 - Chemistry and ACS Approved Chemistry
 - Geology, Geology & Earth Science, and Environmental Geology & Geohydrology
 - Geography
 - Physics
 - Psychology
4. Academic Advising Professional, Senior: – case load of ~170 students
 - Member of the National Academic Advising Association
 - African American and Diaspora Studies
 - American Indian Studies
 - Art, Art History, and Art Education
 - English
 - Gender and Women's Studies
 - International Studies
 - Languages
 - Music, Music Education, and Music Performance
 - Philosophy
 - Political Science
 - Religious Studies
 - Theatre and Dance

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5. Academic Advising Professional, Senior: – case load of ~ 75 students plus college internship and career support
 - Member of the National Academic Advising Association
 - Member of the Mountain Pacific Association of Colleges and Employers
 - Communication
 - Journalism
 - Social Sciences
6. Office Associate: – Responsible for scheduling; checking in students; processing expenditures, requisitions, and general accounting for the center; processing hours and vacation/sick leave for benefitted employees; and supporting ASAC advisors as needed with various tasks

All ASAC advisors will work together to coordinate the responsibilities mentioned in the College Advising Model section of this document.

Student Responsibilities

A&S students have clear responsibilities in the advising partnership. These expectations will be printed and handed to every student upon check-in to their first appointment in the A&S Advising Center. They will initial their acknowledgement of reading them before the advising appointment will begin. In addition, students will sign in agreement of their “Student Success Collaborative” advising plans and notes after each meeting.

Students are expected to:

- Schedule regular appointments with their designated advisor during each semester.
- Arrive on time and prepared to each appointment with questions and materials for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if they do not understand an issue or have a specific concern.
- Keep a personal record of their progress toward meeting their goals.
- Organize official documents in a way that enables them to access the materials when needed.
- Clarify personal values and goals and provide their advisor with accurate information regarding their interests and abilities.
- Become knowledgeable about college programs, policies and procedures.
- Use available resources to monitor their academic progress.
- Understand that they are ultimately responsible for their educational plan and achievements.
- Accept responsibility for their decisions and actions (or inactions).

Evaluation and Assessment of Academic Advising

The knowledge, skills and abilities of students need to be assessed. By evaluating what students know, the methods being used by the advisor are also evaluated and, if found deficient, can be corrected and improved. ASAC will operate with an overarching goal of continual improvement over time.

Students will be asked to volunteer for the advising assessment process. Some tools that may be used include:

- Student Surveys
- Pre-Test/Post-Test
- Interviews
- Online Quizzes

Advisors will also be performing self-assessments, completing the student assessment how they think students should complete for them. Then there will be discussions based on discrepancies and consistencies. ASAC advisors will also be asked to provide feedback regarding the quality of administrative support they receive, effectiveness of advisor training and development, usefulness of support materials and/or technological tools provided, viability of advisee-advisor ratio, and effectiveness of university and college advising policies and procedures.

Lastly, ASAC will actively participate in all university advising assessment.