College of Arts and Letters

19-20 SSI Annual Report CAL Advising

University Division:: Academic Affairs

Name of person Responsible for overseeing SSI project/activities:: Sarah Ellison

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Title:: Student Services Professional Advisor III

Funding Type: Recurring funding

Extension:: 73802

Total SSI amount allocated this year:: 100,724.00

Total SSI amount expended this year:: 100,724.00

Number of unique students served (July1-Winter Quarter): 2384

SSI Program/Project Overview :

CAL Advising Update: Over the last academic year the CAL Advising Center employed 2 Student Assistants, rotated 8-12 Peer Advisors earning credit for practicum units within a CAL Major, and receives assistance from Q2S funded Professional Advisor. The CAL Advising Center has employed Student Assistants and Peer Advisors to support students with 1 term of advising and serve as a resource for university and college department policies and procedures. Purpose: The primary purpose of the Academic Advising Center for the College of Arts and Letters is to assist our undergraduate students in the development and implementation of their educational plans and serve as a resource for all students that walk through our doors and utilize our services. We commit to incorporating a variety of advising practices and understand there is not a one size fits all advising approach for our students.

Goal: Our primary goal in the CAL Advising Center is to empower our students to be proactive, responsible scholars that utilize and take full advantage of university resources and opportunities. We strive to promote student success through active advising catering to our student's needs, while also focusing on student engagement and learning. We work closely with our with our departments and faculty advisors to ensure our students understand their program requirements, graduation requirements, and are prepared to successfully complete all requirements needed to graduate. Our focus in CAL Advising has been to promote and establish the need for advising and encourage students to seek advising on a regular basis. We have been heavily focused on the preparation for the quarter to semester transition and have included the incorporation of group advising sessions to assist students in determining whether or not they will graduate under the quarter or semester system. The ultimate goals of the CAL Advising Center include: • Effectively support student graduation goals • Support students during the quarter to semester transition and beyond • Work with college faculty and departments to support students academically, personally, and professionally • Provide assistance for questions and planning for study abroad programs • Promote student development by communicated and providing information about university and college policies, procedures, processes, and resources • Connect students to other university departments such as the Career Advising Center, Coyote Plus Programs, Supplemental Instruction etc… • Connect students to opportunities for involvement through clubs, organizations, internships, student employment, and more • Develop academic plans for graduation and establish check-in schedule for regular advising • Provide comprehensive academic advising appointments with Professional Advisors to ensure students stay on track to successfully complete their program requirements

SSI-Funded Activities :

1.Q2S advising for students and collaboration with other department advising efforts

2.Q2S Faculty and Advisor Training a.EAB- Assisted in the training of CAL faculty and staff on how to sync calendars, run reports, input notes, and utilize the EAB Kiosk Function b.MyCap- Assisted with training of MyCap functions building plans and reviewing degree requirements

3.Launched Q2S group advising sessions for World Languages, Communication Studies, and Art

4.Served as Peer Advising Program Coordinator for Art, Communication Studies, English, and World Languages- Trained Peer Advisors for work performed within the Advising Center as either a Peer or Student Assistant

5.Partnered with Graduation and Retention Specialist to coordinate Q2S advising campaigns, GI 2025 advising campaigns, and inform students about GIG Summer Scholarship opportunity

6.Sustained and promoted virtual advising services

7.Student Success Team coordination- Collaborated on Advising events, advising services, group advising sessions, and regular meetings/updates a.Career Center b.Associate Dean of the College of Arts and Letters
c.Graduation Retention Specialist d.Advising Academic Services

8.Collaborated with Advising and Academic Services a.Advising Events b.Peer Advisor/Peer Mentor training program development and training c.EAB training d.Advising for students on probation or who have excessive units

9. Collaboration with colleges across campus a. EAB- Utilizing reporting and check-in system b. MyCap- Utilizing schedule and explaining schedule planner functionality c.Advising model and practices- Adapted Peer Advising services and preparing for change to caseload model where each advisor would be assigned students based on program

10. SOAR planning and participation

Progress Toward Outcomes/Cumulative Findings::

In previous reports CAL Advising was tasked with unifying are check-in and reporting methods and finding ways to work with students more intentionally. During this academic year to ensure proper reporting we had all Professional and Peer Advisors input meeting notes from student contact in EAB, all of our advising campaigns and reporting was done utilizing EAB, and we established a campaign calendar for each quarter to ensure we are reaching targeted student groups. Advising Campaigns that were developed for assigned

majors include:

Seniors with a grad check on file

Seniors with no grad check on file

Juniors with no advising check-in

Recommendations for Continuous Improvement Efforts: :

The next steps for CAL Advising to establish an advising structure that aligns with the designated SLO's and consider progress or measurement towards success in overall graduation rates for both traditional and transfer student, as well as goals towards achieving GI 2025 initiatives. For CAL Advising to grow and improve student success initiatives, there needs to be a clear reporting structure with accountability for all advisors. The lack of space continues to be a problem for CAL Advising, and makes it challenging to maximize the amount of students that can be seen by a Professional Advisor, as well as utilize the services and resources provided in the Advising Center via Peer Advising.

Resources for Continuous Improvement Efforts:

Space for advising is a continued issue, along with the lack of administrative report for the advising center. CAL Advising is the only advising center within the College of Arts and Letters that does not employ or have an administrative support member. The CAL Advising Center would benefit greatly from having a full-time administrative assistant, that can support the professional advising staff in achieving high standards of student success. The CAL Advising Center is currently supported solely through the employment of student assistants that are limited by their student access to systems and reports essential to advising.

Challenges:

Challenges include issues with space, privacy, and a permanent designated waiting area for student seeks advising. Our students struggle to receive advising services, especially during peak advising times due to the lack of space within the advising center. We are not able to adequately accommodate or reach the maximum number of our students due to limitations with space and privacy issues for students and peers.

Budget Summary:

Copy of SSI Finanical Report attached

Attached Files

📄 Copy of SSI_Financial Report for Advising.xlsx

Check-in/Utilization Data:

Check-in data attached

Attached Files

📄 SSI Report Major Advising.xlsx

Feedback on Reporting:

The online format makes it easier to input and attach information.

Providing Department: College of Arts and Letters