

# **Academic Advising Council**

## **Year-end Report**

### **2007-08**

The Academic Advising Council had one-hour meetings every week during fall quarter and every other week during winter and spring quarters, with occasional sub-committee meetings as needed.

#### **Areas of Focus:**

Council held a successful retreat September 6, 2007 to prioritize and plan events for the coming year. Our areas of focus for the year were:

- Outreach to students
- Professional development
- Collaboration and communication

#### **Council Activities:**

The Council successfully addressed its areas of focus as follows:

##### **Outreach to students**

- Introduced the “It’s Up to You” campaign. At the beginning of winter quarter, signs went up around campus reminding students of their responsibilities (e.g. completing GWR and USCP requirements, submitting a request for graduation evaluation).
- As a continuation of the “It’s Up to You” campaign, worked with General Education, El Corral Bookstore, and a member of the Graphics Communication faculty to design canvas bags for El Corral to distribute. The bags will have GE information and “It’s Up to You” information on the two sides. The canvas bags are a part of the university’s increased focus on sustainability.
- Held two events on Dexter Lawn, one in fall quarter and one in spring quarter, using our advising booth. Staff at the booth answered students’ advising questions and distributed information to students on campus advising resources.
- Using the SOAR materials as a starting point, developed the Academic Portfolio, an advising resource for all students. Current students can download the materials to create their own Academic Portfolios from the Cal Poly Advising website. Incoming freshmen will receive Academic Portfolios at SOAR in July.
- Coordinated an advertising campaign during spring quarter to encourage students to submit their requests for graduation evaluation four quarters in advance. The campaign included banners in UU Plaza, flyers throughout campus, and coffee sleeves at Campus Market. Anecdotal data suggests many students saw the advertisements.
- Donated \$2000 for scholarships so that underprivileged students can attend SOAR in 2008.

##### **Professional development**

- Funded two scholarships to assist advisors with registration and travel costs for the national conference on advising (NACADA) in 2007. The Advising Council advertised scholarships for the 2008 conference and approved six scholarships. Several of these scholarships will go to campus advisors that are not members of the Advising Council.
- Began organizing Day of Advising, wherein 2008 NACADA scholarship recipients will present their conference experiences and insights to the campus community.

- Sponsored a NACADA webinar on campus in February about students' learning strategies. Many Council members also attended a webinar for new advisors sponsored by Student Academic Services.
- Presented Advising 101 and 102 through the Center for Teaching and Learning. Both workshops were well attended by faculty and staff, who learned about advising fundamentals and how to work with troubled students.
- Coordinated the advertising and selection of this year's Outstanding Faculty Advisor.

### **Collaboration and communication**

- Consulted with the WASC team, including Cheryl Ney and Sue Elrod, about the role of advising in the accreditation process.
- Met with the CMS team on several occasions. Advising Council discussed the transition into PeopleSoft 8.9 and its impact on advising, gave input on the current waitlisting system, and made several specific requests about information to be generated from PS and delivered into PolyProfile.
- A member of the Office of Academic Records presented a demonstration on how transfer credit is articulated in the PeopleSoft environment.
- Council member Shannon Stephens, Athletics Advising, explained the role of his office. He showed the Council how student athletes are academically monitored and how those students are impacted by sports participation.
- Met twice with Preston Allen, University Housing, to discuss academic success of students in various campus housing units and how to best reach those students with regards to academic advising.
- Met with a member of the Western Intellectual Tradition (WIT) minor program about increasing the program's enrollment numbers.
- Worked with the CMS team to improve the language students see when they perform a Swap in CPReg, which students had found confusing.
- Discussed the impact of continuous curriculum review on advising with Mary Whiteford, Academic Programs.
- Met with Cindee Bennett-Thompson, Admissions, to discuss winter admits.
- Worked collaboratively with OAR to add several features to PolyProfile that will enhance advising.
- Met off-campus toward the end of the academic year for communication-building across colleges and other units. The event was well-attended by both Council members and newer members of the campus advising community.

Respectfully submitted:

Kris McKinlay and Matt Carlton  
Co-Chairs, Academic Advising Council