

4.2.5 Academic Advising

Presentation of Findings

4.2.5/ 1 of 4
**Systematic,
 Effective, Academic
 Advising Consistent
 with Purpose**

All degree-status undergraduate students are required to have an academic or faculty advisor approve their courses of study prior to each registration. However, departmental and college advisors have the discretion to give approval for selected students to register for several semesters during one advising session. Entering freshmen and transfer students who are provisionally admitted or undecided on a major or who, through an examination of previous grades and SAT scores, appear to be able to profit from additional advising support are assigned an advisor in Advising Services. Students advised in Advising Services receive assistance with the transition to college, major and career exploration, and the selection of courses. All other freshman and transfer students who are undecided on a major are assigned to a faculty advisor in their college or department of interest at the beginning of their initial term of enrollment. Students who become undecided after initial assignment to a faculty advisor will be referred to Advising Services for further counseling and advising assistance. Acceptance of a student for advising purposes does not guarantee acceptance into the department as a major. When eligible, students must officially declare the major and be accepted by the department as a major. Advisors make every effort to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the student (Catalog pp. 12, 35).

First-semester advising is available at Preview summer orientation for all incoming students. Preview is required for all incoming freshman students and freshman-level transfers and is strongly encouraged for all other incoming transfer students so that they may meet with a major department advisor for individual selection of courses.

All students are required to meet with their advisor regularly to evaluate their academic progress and once each semester to select courses for the following semester. Before students can register for courses, they have to be “unlocked” for registration by their advisor through an on-line registration system (LEO). Students are urged to consult with their academic advisor before making any changes to their approved schedules. Students who find themselves in academic difficulty or on probation should also consult with their academic advisors (Catalog pp. 12, 35, Advisor’s Handbook).

The Assistant Vice President for Undergraduate Affairs coordinates the campus advising systems through the associate deans, college advisors, and the chief departmental advisors (CDAs) (Catalog, p. 35).

In the TELETECHNET program, the advising is done by site directors in conjunction with program advisors. The Associate Director of Admissions and Advising serves as liaison between site directors and program advisors (TELETECHNET Brochure).

Undergraduate advising, both on campus and at distance-learning sites, is a systematic, effective program.

4.2.5/ 2 of 4
**Number of Advisees
 Assigned to Faculty
 Reasonable
 Instructional
 Evaluation**

With a staff of seven professional advisors and interns, the Office of Advising Services focuses on developmental advising issues. The number of advisees per advisor in

Advising Services is 200. The total number of students advised by Advising Services is approximately 1200 new students, 500-600 returning students. These practices are in keeping with core values of the National Academic Advising Association (NACADA).

Colleges and departments have various policies for the assignment of advisors. Some colleges have advising centers; others allow students to select their advisor. At the department level, the number of advisees per faculty member varies from 3 to 50 (Biology Departmental Handbook).

4.2.5/ 3 of 4 Orientation Programs

Orientation to Old Dominion University begins with Preview's summer orientation sessions, which are mandatory for every freshman student. Students are asked to self-identify (Self-Directed Search) their intended major. Assignments to faculty advisors are made on the basis of this identification and an assessment of academic qualifications. If a student is undecided or has a low high-school GPA/SAT score, that student will be advised by Advising Services, which reports to the Vice-President for Student Services. The Office of Advising Services offers oversight of students' academic progress, workshops, and regular assessments of progress. Students are given a LASSI assessment test to help them investigate various vocations and determine an intended major. No more than 1/3 of the incoming class is advised by Advising Services. Of these 1/3, 1/2 are undecided and 1/2 are at risk. Qualified advisors are assigned at Preview based on academic qualifications and self-identification of major by the student. Students and advisors have access to career assessment materials collected by Advising Services. Advising Services gives advisors in the Major Department Advising Program a folder for each student, which includes the following information: Self-Directed Study results, Writing Sample Placement Test results, Math Diagnostic results, SAT/GPA high school results, high school transcripts, and a list of AP and International Baccalaureate Program (IBP) credit. In addition, Writing Sample Placement Test results, Math Diagnostic results, SAT/GPA high school results are on Banner (Preview brochure).

Orientation for TELETECHNET students on policies and procedures of the University is done on site by site directors. In addition, each semester orientation for students is telecast via satellite from campus. Those offices making TELETECHNET presentations are Admissions, Finance, Student Financial Aid, Library, Career Center, and Testing (TELETECHNET brochure).

Orientation programs are highly organized and professionally executed to benefit Old Dominion University students.

4.2.5/4 of 4 Evaluation of Orientation and Advisement

Evaluation of the orientation program is performed by the Preview Office after each session (Preview evaluation form). Evaluation of student advising by colleges and departments is made available through Old Dominion University Assessment Research Reports on "Results of the 1999 Old Dominion University Alumni Survey" and "Results of the 1997 to 1999 Senior Student Satisfaction Survey." The data are collected through LEO. Results of analysis of the data are prepared by the Director of Assessment.

Table 4.2.5-1 shows comparisons from 1997 to 1999 for advising from the Senior Student Satisfaction Survey.

**Table 4.2.5-1
Percent Very Satisfied or Satisfied for majors with more than 5 responses**

| Advising | 1997 | 1999 |
|---------------------------|------|------|
| Overall Experience at ODU | 48 | 54 |
| Major Program | 62 | 66 |

Table 4.2.5-2 shows comparisons from 1997 to 1999 for advising from the Alumni Survey.

Table 4.2.5-2
Percent Very Satisfied or Satisfied for majors with more than 5 responses

| Advising | 1997 | 1999 |
|---------------------------|------|------|
| Overall Experience at ODU | 72 | 76 |
| Major Program | 56 | 60 |

Table 4.2.5-3 shows comparisons from 1997-98 to 1998-99 for quality of advising from the TELETECHNET Senior Student Satisfaction Survey.

Table 4.2.5-3
Percent Very Satisfied or Satisfied

| Advising | 1997-98 | 1998-99 |
|----------------------------------|---------|---------|
| Quality of Advising TELE-TECHNET | 63 | 61 |
| Quality of Advising On-Campus | 54 | 54 |

The data from the Senior Student Satisfaction Survey indicate low satisfaction with advising programs; however, these values have increased from 1997 to 1999. Advising at our peer institutions and at the national level shows similar trends.

Conclusions

Old Dominion University's academic advising programs are in compliance with SACS *Criteria* for advising undergraduate students. The advising faculty, TELETECHNET administrators, and Advising Services provide effective and systematic advising for undergraduate students.

Recommendations/ Suggestions

4.2.5/4 of 4. *Orientation and advisement programs must be evaluated regularly and used to enhance assistance to students.*

Recommendations

None

Suggestions

The present evaluation form is very general and does not differentiate between advising and curriculum problems. The form should be redone in order more clearly to reflect evaluation for advising.

A reward system for advisors should be provided. There are great expectations for faculty advisors, but there is little or no recognition for service.

Must Statement Compliance Table
4.2.5 Academic Advising of Undergraduate Students

| Must Statement | Compliance Statement | Supporting Documentation <u>Exhibit Numbering Key:</u> Criteria#/MustStatement#:Exhibit |
|---|-----------------------------|--|
| 4.2.5/1 of 4. Each institution must conduct a systematic, effective program of undergraduate advising. | Compliance | 4.2.5/01:01 Catalog, Academic Advising p.12, 35 4.2.5/01:02 Advisor's Handbook |
| 4.2.5/2 of 4. An institution must ensure that the number of advisees assigned to faculty or professional staff is reasonable. | Compliance | 4.2.5/02:01 National Academic Advising Association (NACADA) guidelines 4.2.5/02:02 Advising Council's Sub-committee on Benchmarking |
| 4.2.5/3 of 4. An effective orientation program must be made available to all full- and part-time undergraduate students. | Compliance | 4.2.5/03:01 Preview brochure and Evaluation Report (1999) 4.2.5/03:02 Advising Services Registration Form 4.2.5/03:03 Department Policy and Procedures Manual 4.2.5/03:04 TELETECHNET brochure |
| 4.2.5/4 of 4. Orientation and advisement programs must be evaluated regularly and used to enhance assistance to students. | Compliance | 4.2.5/04:01 Results of 1999 ODU Alumni Survey 4.2.5/04:02 Results of 1999 Senior Student Satisfaction Survey 4.2.5/04:03 Advising Services Evaluation Form 4.2.5/04:04 Results of the Distance Learning Program Student Satisfaction Survey for 1997-98 and 1998-99 |