



# SACRAMENTO STATE

## Academic Advising

ACADEMIC YEAR 2017-2018

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## Executive Summary

Academic Advising provides advising to Sacramento State students on general education and graduation requirements. A general education advisor answers any questions related to general education, graduation requirements, grading policies, etc. Academic Advising operates on a drop-in basis and does not advise on major requirements.

Academic Advising answers an array of questions including, but not limited to: general education requirements, application for graduation, dropping courses, withdrawing from courses, repeating a course, and information regarding the foreign language requirement.

This academic year, Academic Advising added Biology 22, Chemistry 1B and Chemistry 24 to the existing list of courses. Eighty five students were referred to the PASS program.

There were 1,926 First Year Advising students for AY 17-18. They were encouraged to create their Smart Planner. Almost 100% of them created their plan and 12 of them completed their Smart Planner. In fall 2017, 1,243 FYA students were undeclared or with expressed interest majors. By the end of spring 2018, 30% of them declared a major.

Undeclared/Expressed Interest advising program helped 317 sophomore students. One hundred and forty seven out of 186 students declared a major during fall 2017 – a significant increase compared to prior year. In addition, 56 out of 131 students declared a major during spring 2018.

The Second Year Success (SYS) program focused on the academic performance of students who took SI courses. The average term GPA for fall 2017 was 1.82 and for spring 2018 was 1.73. Another way of looking at academic performance of SYS students who took SI during the semester is their academic standing. For fall 2017, 66% of these students were in good academic standing. However, 50% of them were in good academic standing by the end of spring 2018.

Finally, 2,947 ADT students accessed their Smart Planner and 27% of them completed it.

## Mission Statement

Through collaboration and academic guidance, the Academic Advising Center fosters a developmental process of assisting undergraduate students in clarifying and achieving their personal, professional, and educational goals.

## Academic Advising Core Values

- **Advocacy:** We champion others by modeling and encouraging persistence through challenges and identifying tools to navigate systems of higher education.
- **Excellence:** We go above and beyond to deliver quality service that anticipates and responds to campus community needs.
- **Passion:** We demonstrate motivation to assist students in the pursuit of academic success, holistic development, and wellness.
- **Community:** We perform work as part of an inter-connected ecosystem of educators that strive to prepare students to be leaders and meet their own needs as well as those of their communities.
- **Inclusivity:** We promote equity through understanding, respect, and celebration of the varied cultural, economic, and personal experiences that our campus community brings. We continually strive to be mindful of the impact of our actions on all members of our campus community.
- **Growth:** We nurture positive development and constructive learning experiences in our students and professional staff alike.
- **Encouragement:** We lift and inspire others to achieve their potential, with compassion.
- **Empathy:** We seek to listen, learn, and understand -- to the best of our abilities - - and offer appropriate support to every student that we serve.
- **Innovation:** We are at the cutting edge of academic advising by leveraging technology to discover student-centered solutions.
- **Integrity:** We contribute to a culture of mutual trust, ethical responsibility, accountability, and honoring self-worth.

## **Advising Programs and Services**

### **General Education**

The Sacramento State General Education Program is designed to give students a holistic view and introduce them to a wide variety of subjects, concepts, and ideals. Degrees are comprised of General Education to Graduation Requirement. Sometimes, electives and/or minors can be used to help them earn the minimum units required for their degree.

### **First Year Advising**

This program is designed to help set up students for the FAST TRACK to GRAD! First year students are required to complete “First Year Advising” appointments in their fall and spring semesters.

### **Second Year Success Program**

This program is designed for students in their second year of college who have experienced some academic challenge in their first year. Students are paired with one of our Second Year Success professional staff mentors to provide guidance, support, and advice. We know that each student has the knowledge and ability to be successful and our goal is to ensure that students put their skills and knowledge into action. Through mentorship and student partnership, we aim to ensure college success together.

### **Peer Mentors: First Year Experience (FYE)**

FYE is a consortium of campus-wide programs that are administered by representatives from both Academic Affairs and Student Affairs. The Director of First Year Experience (faculty) and the First Year Experience Coordinator (student affairs professional) oversee first year seminars and university learning communities.

The First Year Experience Program (FYE) consists of the University Learning Community Program (LCOM), First Year Seminar Courses (FYS), and Peer Mentors. FYE consists of special programs to help aid the transition from high school to college.

- a. Academic component – courses (major and/or GE), Learning Communities, and First Year Seminars
- b. Non-academic component – events specially designed for first year students
- c. Peer Mentors –help facilitate the transition for first year students: academic advising, events, workshops, study groups, meeting new people, etc.

### **Undeclared/Expressed Interest Sophomore Advising**

This program is designed to help students make a good choice from a wealth of major offerings. Our goal is to assist students with major and career exploration to ensure a timely declaration of major.

## **Transfer Student Advising**

This program is designed to help transfer students with the following: understand general education requirements, review graduation requirements, Writing Placement for Juniors, and evaluate transfer credits

## **Associate Degree for Transfer**

In support of the Through in Two Initiative, transfer students who earned an Associate Degree for Transfer (ADT) and enroll at Sac State in a major that is deemed similar to their ADT major, are eligible to earn their bachelor's degree in 60 semester units. ADT students should meet with an Academic Advisor and Major Advisor early to create an education plan and to learn more about maintaining eligibility for the 60 unit guarantee.

## **PASS Advising**

PASS Advising is a program designed to provide peer advising and support to students who may need assistance in gateway STEM (science, technology, engineering and mathematic) courses. PASS Advisors are knowledgeable on how to successfully navigate Sacramento State and wish to impart this information to students. PASS Advisors are currently advising for Bio 121, Chem 4, Chem 1A, Math 29, and Math 30.

## **Staffing**

Jazzie Murphy – Director for Academic Advising

My Sayamath – Assistant Director for Student Services & Training

Dena Lemus – Assistant Director for Operations & Analytics, and Coordinator for ADT

Adriana Cervantes – Coordinator, Undeclared and Expressed Interest

Chris Kent – Coordinator, First Year Experience

Rand Doering – Interim Coordinator, Second Year Success

Tina Souza – Coordinator, Project PASS

Mayrose Acob – Graduation & Retention Coordinator (SSIS)

Tiffany Northern – Graduation & Retention Coordinator (A&L)

Rafa Morales-Ordaz – Graduation & Retention Coordinator (Education)

Daniel Castellanos – Academic Advisor

Stephen Hernandez – Academic Advisor

Michelle Loew – Academic Advisor

Lawren Lutrin – Academic Advisor

Hebe Mares – Academic Advisor

Kristen McCarroll – Academic Advisor

Trevor Neeley – Academic Advisor

Stepanie Serrato – Academic Advisor

Amy Yu – Academic Advisor

Rusty Slabinski – Program and Personnel Analyst

Shannon Ainger – Budget Analyst

## Department Outcomes

This academic year, the Vice President of the Division of Student Affairs decided to align department goals with the university's goals, Student Affairs Divisional Goals, and Baccalaureate Learning Outcomes. The structure of this section will include the goals, the strategies to achieve those goals, and the outcomes.

**Department Goal 1: Academic Advisors will collaborate with departments in referring students to the PASS program.**

**University Strategic Goal:** Enhance student learning and success

**Student Affairs Divisional Goal:** Increase graduation rates and decrease time to degree

**Baccalaureate Learning Goal:** N/A

***Standard of Achievement: Two new departments referred students to the PASS program by the end of spring 2018.***

PASS Advising is a program designed to provide peer advising and support to students who may need assistance in gateway STEM (science, technology, engineering and mathematic) courses. PASS Advisors are knowledgeable on how to successfully navigate Sacramento State and wish to impart this information to students.

PASS Advisors counselled 21 students for Biology 22, 33 students for Chemistry 1B, and 31 students for Chemistry 24 – totaling 85 students.

**Department Goal 2: First Year Advising (FYA) students will create their Smart Planner.**

**University Strategic Goal:** Enhance student learning and success

**Student Affairs Divisional Goal:** Increase graduation rates and decrease time to degree

**Baccalaureate Learning Goal:** N/A

***Standard of Achievement: 85% of fall 2017 first year advising students created their Smart Planner.***

Smart Planner is the first step to mapping out students' degree at Sacramento State. Smart Planner is part of their KEYS to Degree Toolbox and allows major department to provide them with a semester-by-semester roadmap that they can follow and tweak to meet their specific graduation requirements. Using Smart Planner along with their advisor and the other tools in their KEYS Toolbox helps them to plan out their degree and build an ideal schedule.

First Year Advising students were encouraged to create their Smart Planner. There were 1,926 FYA students and 1,920 were eligible for Smart Planner. One thousand nine hundred and eighteen of them created a plan and only 12 of these students completed their Smart Planner.

**Department Goal 3: Undeclared/Expressed Interest First Year Advising students will declare a major by the end of spring 2018.**

**University Strategic Goal:** Enhance student learning and success

**Student Affairs Divisional Goal:** Increase graduation rates and decrease time to degree

**Baccalaureate Learning Goal:** N/A

***Standard of Achievement: At least 50% of fall 2017 undeclared/expressed interest FYA students declare a major by the end of spring 2018.***

At Sacramento State, there are seven academic colleges that offer 58 undergraduate majors, 41 graduate degrees, six post-baccalaureate certificates and two doctoral degrees. First Year Advising is designed to help students for the FAST TRACK to GRAD. College is a lot different from high school; in fact, this is one of the toughest transition periods students face in their lives. Therefore, first year advising is required for all freshmen who are not in any of the following programs: CAMP, EOP, Honors, Liberal Studies Major, MEP, and student athletes. Each student needs to complete a First-Year Advising appointment in both fall and spring semesters on his or her first year.

In fall 2017, 1,243 first year students were undeclared. By the end of the spring 2018, 367 of them declared a major (30%).

**Department Goal 4: Undeclared/Expressed Interest sophomore students will declare a major.**

**University Strategic Goal:** Enhance student learning and success

**Student Affairs Divisional Goal:** Increase graduation rates and decrease time to degree

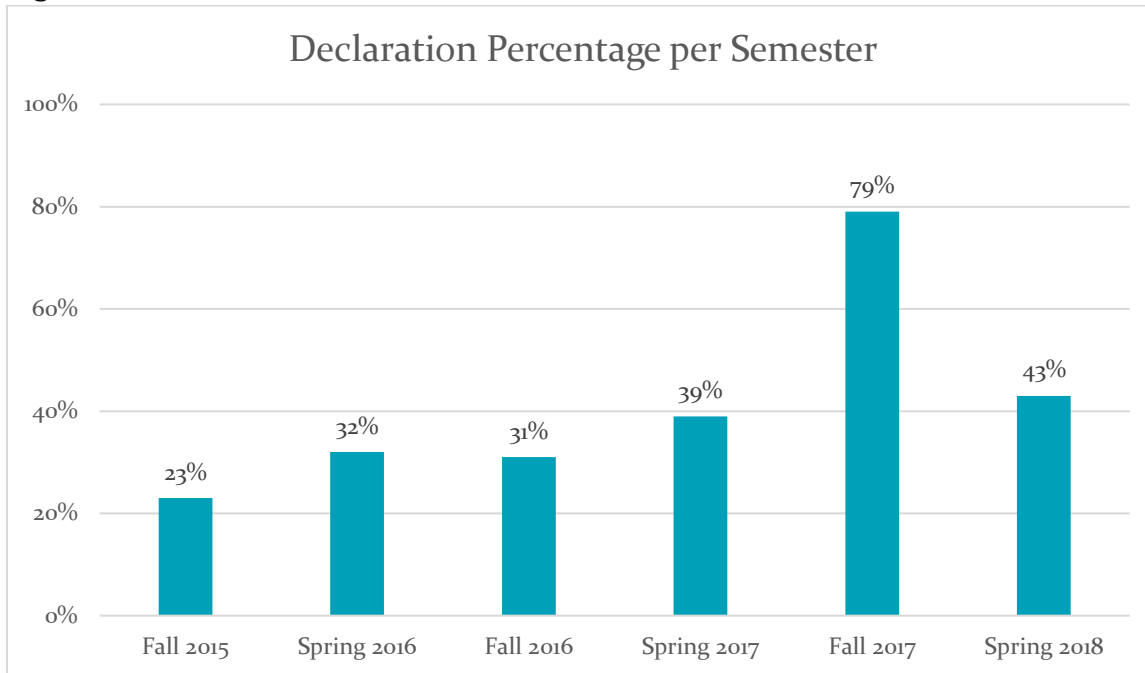
**Baccalaureate Learning Goal:** N/A

***Standard of Achievement: At least a 5% increase in major declaration compared to prior year***

The primary goal of the Undeclared/EI Advising program is to assist second year/sophomore students with major and career exploration to ensure a timely declaration of major. Figure 1 shows the percentage of students who changed their major during the semester.



Figure 1



Source: e-mail from Adriana Cervantes on 6/18/18.

**Department Goal 5: Second Year Success (SYS) students who took Supplemental Instruction (SI) through Peer Academic Resource Center (PARC) will increase academic performance.**

**University Strategic Goal:** Enhance student learning and success

**Student Affairs Divisional Goal:** Increase graduation rates and decrease time to degree

**Baccalaureate Learning Goal:** Intellectual and practical skills

***Standard of Achievement: Maintain or increase term GPA compared to prior semester***

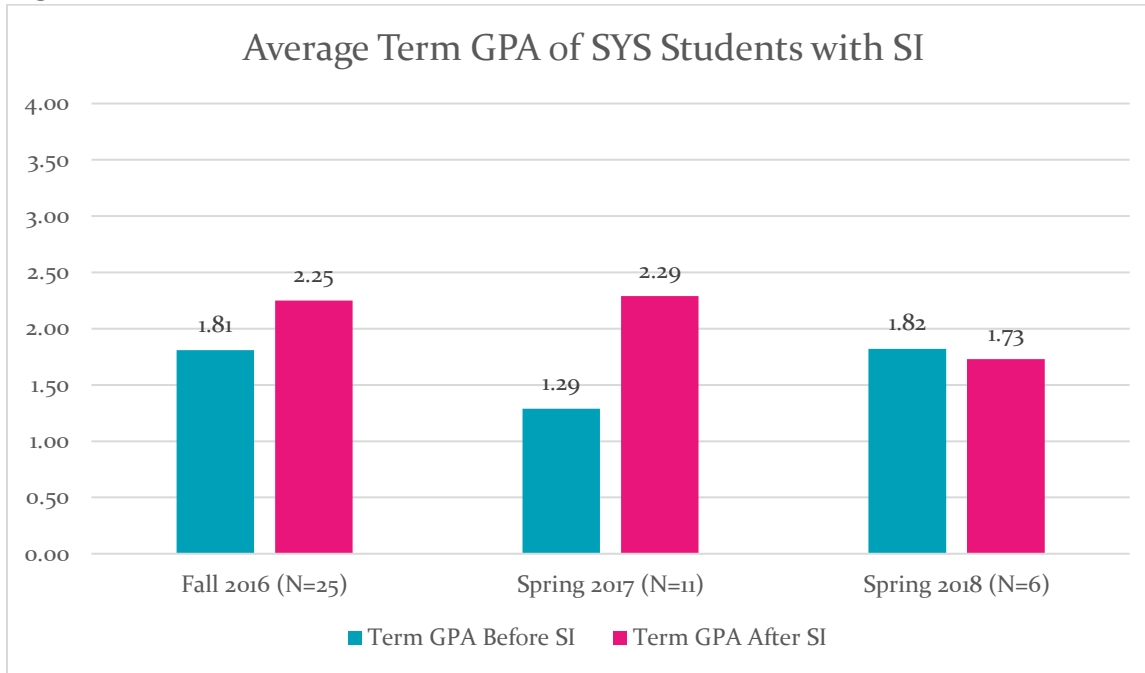
ALS 96 and ALS 199 is a one unit, credit/no credit course that provided assistance to students in various areas (e.g., goal setting, time management, study skills, major exploration, etc.) which will facilitate their journey as a CSU, Sacramento student. Students in SI will work in groups, individually, and with the SI Leader to learn and implement new academic strategies. This course is a place to bring forth his or her needs as a student. The SI objectives include:

- Develop more effective study habits, note-taking skills, and time management skills that can be use beyond the SI course.
- Encourage students to interact with one another in order to facilitate group interaction.

- Overall, enhance student’s success in their lecture coursework by promoting excellence and providing an atmosphere of mutual support.

During spring 2018, 6 SYS students were enrolled in SI. Figure 2 shows SYS students’ term GPA before and after taking the SI course.

Figure 2



Source: Cognos – Fall 2017 extracted on 2/01/18 and Spring 2018 extracted on 6/07/18.

Another way of looking at academic performance of SYS students who took SI during the semester is their academic standing. Before spring 2018, 66% of SYS students who took SI during the semester were in good academic standing. However, after the spring semester, 50% of them were in good academic standing.

**Department Goal 6: Associate Degree for Transfer (ADT) students will complete their Smart Planner.**

**University Strategic Goal:** Engage students in a comprehensive university experience

**Student Affairs Divisional Goal:** Increase student engagement and build affinity for the hornet family

**Baccalaureate Learning Goal:** N/A

**Standard of Achievement:** *Collect baseline data on the number of ADT students who completed their Smart Planner*

Transfer students who earned an Associate Degree for Transfer (ADT) and enroll at Sac State in a major that is deemed similar to their ADT major, are eligible to earn their bachelor's degree in 60 semester units. ADT students meet with an Academic Advisor and Major Advisor early to create an education plan (using Smart Planner) and to learn more about maintaining eligibility for the 60 unit guarantee.

This academic year, there were 3,480 ADT students. Twenty six of them were not eligible for Smart Planner and 507 of them had missing Smart Planner data.

Two thousand nine hundred and forty seven students had Smart Planner. Twenty seven percent of them completed their Smart Planner.

- 2,137 students created their Smart Planner
- 810 students completed their Smart Planner

## Appendix A

Department Goals	What will be the standard of performance?	Department Outcomes
1. Academic Advisors will collaborate with departments in referring students to the PASS program.	Two new departments referred students to the PASS program by the end of spring 2018.	Biology 22, Chemistry 1B and Chemistry 24 are new departments that referred students to the PASS program.
2. First Year Advising (FYA) students will create their Smart Planner.	85% of fall 2017 first year advising students created their Smart Planner.	Close to 100% of students created their Smart Planner during the academic year.
3. Undeclared/expressed interest First Year Advising students will declare a major by the end of spring 2018.	At least 50% of fall 2017 undeclared/expressed interest FYA students declared a major by the end of spring 2018.	30% of undeclared/expressed interest FYA students declared a major by the end of the academic year.
4. Undeclared/Expressed Interest sophomore students will declare a major.	At least a 5% increase in major declaration compared to prior year	There was a significant increase in major declaration during fall 2017.
5. Second Year Success (SYS) students who took Supplemental Instruction (SI) through Peer Academic Resource Center (PARC) will increase academic performance.	Maintain or increase term GPA compared to prior semester	There was a 0.09 decrease in term GPA from fall 2017 to spring 2018.
6. Associate Degree for Transfer (ADT) students will complete their Smart Planner.	Collect baseline data on the number of ADT students who completed their Smart Planner	27% of ADT students completed their Smart Planner.