

**Academic Advising Report
(Reported February 2008)
Kansas State University**

The following comes directly from the Kansas Board of Regents Policy Manual - **D. Academic Affairs, 11. Academic Advising**. Please refer to the policy for complete description of each item. Total report should not exceed three pages.

a. Effective academic advising is central to the educational mission of the Board of Regents. To ensure that all students have access to high quality advising, each Regents university shall establish an Academic Advising System which shall provide the following:

<p>(1) Goal Setting</p>	<p>Each student is asked to respond to the statement “My advisor discusses my long-term academic and career plans.” The median departmental average was 3.57 on the 4-point response scale. The range of departmental/unit responses was from a perfect 4.00 to a low of 3.23. Related to this is the item “My advisor helps me include educational experiences which develop the skills necessary to live and work in a diverse world.” On this item the median departmental response was 3.58 on the four-point scale with a range of 3.88 to 3.32.</p>
<p>(2) Information.</p>	<p>Two of the questionnaire items pertain to the “information” criterion. “My advisor has a good knowledge of my academic degree or program requirements” received a median departmental rating of 3.72 and a range of 4.00 thru 3.44. The second item, “When helping me select courses, my advisor considers past courses in which I have done well or poorly” received a median rating of 3.55 on a range of 4.00 to a departmental low of 3.23.</p>
<p>(3) Transitions</p>	<p>One questionnaire item deals with the advisors’ knowledge of policies and procedures. Advisees’ responses to the item “My advisor has a good knowledge of university/college policies and procedures or knows where to find them” had a median rating of 3.70 on a range of 4.00 thru 3.41. In addition to the student’s academic advisor, instructions of how to or who to see for such activities as dropping or adding a course, changing curricula, etc. are printed in the University Catalog and can also be obtained on the Academic Advising Website.</p>
<p>(4) Accessibility:</p>	<p>Two questionnaire items inquire about the advisees’ opinions as to their advisor’s accessibility. “I can contact my advisor when I need to” had a median departmental rating of 3.74 on the four-point scale with a range of 3.91 to 3.29. In rating the statement “My advisor takes enough time to answer all of my questions,” the range was from 4.00 to 3.50 with a</p>

	median departmental rating of 3.78.
(5) Referral to Campus Resources	“If I have a problem (financial aid, study skills, emotional/physical health, etc.), my advisor helps me or knows where to send me to get help” was the item which assessed the advisors’ knowledge of and ability to refer advisees to campus resources. The departmental median response was 3.59 with a range of 3.88 to 2.98.
b. Each Academic Advising System shall provide information to students to inform them of their responsibilities in the Academic Advising process.	Advisee responsibilities are published in the University Catalog and listed on the university’s Academic Advising Website. On the questionnaire, advisees are asked to respond to the item “I go to my advising sessions well prepared. I arrive on time, have my questions in mind, have identified courses I would like to take plus alternative courses, etc.” to assess how well they feel they are prepared for their advising appointments. The median department response was 3.70, the range was from 4.00 to 3.41.
c. Each Academic Advising System shall be responsible for the necessary training of academic advisors to assist them in meeting the responsibilities of this policy.	Each department handles its own training on issues specific to their department. Much of the information that all advisors need is provided on the Academic Advising Website. Educational and Personal Development provides workshops on utilizing the ACT Student Profile in advising and hosts the National Academic Advising Association (NACADA) webinars and selected sessions of the CSRDE webinar series. Periodically, a session of the Provost’s Lecture Series will feature a speaker on Academic Advising.
d. Each Academic Advising System shall have a mechanism to assess academic advising at the department level, relative to this policy, on a yearly basis and shall report the results of said assessment as part of Program Review to the Board of Regents.	The results of each fall’s Advising Questionnaire are compiled for individual departments or advising units with the results being reported to the Department Head or the Assistant/Associate Dean responsible for the advising unit.