

COLLABORATIVE MODEL FOR UNDERGRADUATE ACADEMIC ADVISING

VISION

The College of Forestry aspires to be recognized for our collaborative, coordinated, and student-centered advising program.

MISSION

College of Forestry Advising aligns with the University’s mission for academic advising:
Oregon State University academic advising is a teaching and learning process dedicated to student success. Academic advising engages students in developing a plan to realize their educational, career and life goals.

GOALS

- Engage students in learning
- Promote students’ academic successes and encourage timely progress toward graduation
- Foster students’ personal and intellectual growth
- Prepare students to be professionals
- Support collaboration between the Undergraduate Studies programs (Student Services, Advising, Recruitment, and Experiential Learning & Diversity), International Programs, and College of Forestry departments
- Ensure the integrity of the degree programs

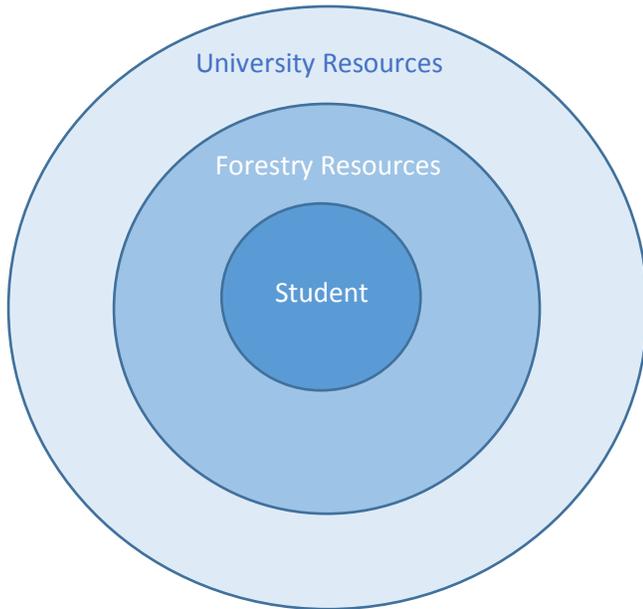
OUTCOMES

OBJECTIVES	OUTCOMES	MEASUREMENT
To develop intentional partnerships among professional advisors, faculty mentors, Student Services, and students	Advisors are appropriately accessible	<ul style="list-style-type: none"> - Student opinion (survey) - Data from appointment system - Data from student contact tracking process
	Advisors are knowledgeable about the specific majors that they advise while being able to provide general information on all majors within the college	<ul style="list-style-type: none"> - Cross-training activities - Professional development - Performance evaluation - Student opinion (survey)
	Advising collaborates with the Student Services Office to ensure efficient and effective processes	<ul style="list-style-type: none"> - Joint meetings - Co-editing documents - Collaboration on processes and procedures (e.g. student records management, orientation programs) - Maintain consistent communication
	Students identify their academic advisor as a key support person in the College of Forestry, and feel comfortable accessing that resource	<ul style="list-style-type: none"> - Student opinion (survey)

OBJECTIVES	OUTCOMES	MEASUREMENT
To offer a collective and collaborative process that makes appropriate use of college and university resources to support students' learning and success	Advisors will provide students with timely and accurate information related to college and university resources and services, as well as engage in initiatives that support student success	<ul style="list-style-type: none"> - Referrals - Engagement with university resources and programs - Collaboration with Student Services Office on development and use of resources
To support professional development for academic advisors, faculty mentors and students	Academics advisors will have regular opportunities to engage in college-supported professional development activities	<ul style="list-style-type: none"> - Advisor-reported activities - Allocation of funds
	Advisors will collaborate with departments to provide opportunities for development to faculty mentors	<ul style="list-style-type: none"> - Report on activities
	Advisors will facilitate introductions between students and faculty members for potential mentorship	<ul style="list-style-type: none"> - Advisor-reported activities
	Advisors will partner with Student Services to encourage students to participate in appropriate professional development activities in collaboration with industry and agency partners	<ul style="list-style-type: none"> - Student input on where they get information about professional development activities (on advising survey or student services survey)
Regularly assess the overall effectiveness of the advising program with the purpose of continual improvement	Advising unit will engage in a full-cycle assessment process	<ul style="list-style-type: none"> - Annual survey of student satisfaction (OSU or COF) - Advisor performance evaluations - Annual Report from Manager of Undergrad Curricula & Advising (including enrollment, retention, and graduation data as well as advisor-reported activities and achievements)
Ensure the integrity of the degree programs	Advisors and/or Manager of Undergraduate Curriculum & Advising will serve on departmental curriculum committees for their primary area(s)	<ul style="list-style-type: none"> - Advisor-reported activities
	Advisors will participate in training and information-sharing activities around the college/university in order to keep current on policies, procedures, and best practices related to their degree programs	<ul style="list-style-type: none"> - Advisor-reported activities

A COLLABORATIVE APPROACH TO ADVISING

Advising is an integrative and collaborative process. It involves professional advisors, students, and other stakeholders who share the vision, mission and goals of supporting students throughout their educational experience and development as professionals in the College of Forestry. As such, the College of Forestry's academic advising services are organized as one part of a student-centered, collaborative model that includes partnerships with student services, faculty mentors, recruitment and professional development. This 360 degree view of the student provides the most supportive and comprehensive approach to advising. It also acknowledges that ultimately it is the student's responsibility to access the support and services needed for them to be successful in reaching their academic goal.



Examples of Forestry Resources:

- Faculty mentors
- Recruitment
- Advising
- Student Services
- Computing Helpdesk
- Professional Development
- Departments
- International Programs

Examples of University Resources:

- Ecampus
- Valley Library
- Career Development Center
- Disability Access Services
- Student Health Services
- Counseling & Psychological Services
- Academic Success Center

Recognizing the interconnectedness of the Student Services Office and the Academic Advising unit, care will be taken to maintain clear communication between the staff and to engage in collaborative decision-making when the outcome will affect either unit.

ADVISING HUMAN RESOURCES ALLOCATIONS & ORGANIZATIONAL CHART

All advising and student services are ultimately accountable to the Dean and are managed by the Associate Dean for Undergraduate Studies. Budget and budgetary authority for advising are centralized at the level of the Associate Dean for Undergraduate Studies. Advising and student services will be centrally located in an office that is visible and easily accessible by students (upon completion of the Peavy Hall renovation slated for 2017). Personnel in Undergraduate Studies will meet regularly in order to facilitate communication and collaboration on programs and projects.

Professional advisors report directly to the Manager of Undergraduate Curricula & Advising for daily tasks, regular supervision, annual performance evaluations, and raises/promotions¹. Advisors are expected to maintain a connection to the Department Head(s) and faculty for the program(s) they advise in order to support the objective of ensuring curricular and degree integrity. Annual performance evaluations will be initiated by the Manager of Undergraduate Curricula & Advising, and Department Heads will be asked to provide written feedback on the advisor's connection to the Department and its goals. The Manager of Undergraduate Curricula & Advising will

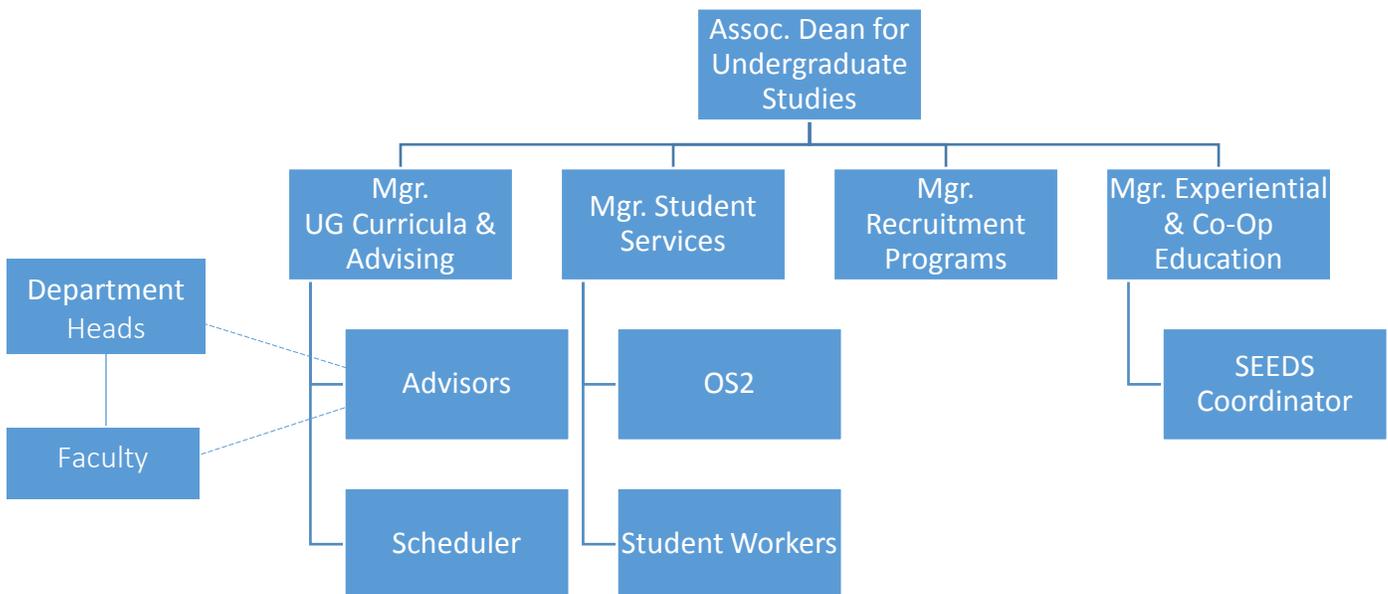
¹ Department Chairs retain direct supervision of the Natural Resources Program Manager and any faculty member who may be serving as an advisor. The Manager of Undergraduate Curricula & Advising may be consulted for evaluation of advising duties performed by these individuals.

add this to the performance evaluation and share it with the employee during the final review. Department Heads will have the opportunity to review the evaluations for the advisor(s) connected to their unit before the review is finalized. The hiring/firing, and contractual decision for each advisor resides with the Manager of Undergraduate Curricula & Advising (who will consult with the appropriate Department Head and the Associate Dean for Undergraduate Studies on the matter). When necessary, personnel issues will be referred to the Forestry Executive Team.

Professional advisors are expected to employ a developmental advising philosophy, emphasizing engagement with students as a mentor, connection to faculty, and familiarity with curriculum in addition to the practical matters of course selection and implementation of academic policies. Advisors are assigned to specific majors/programs as their primary area(s) of focus, and may be assigned secondary areas of responsibility when necessitated by fluctuating enrollments, advisor absences/leaves, or program reconfiguration. Our goal is that all advisors are cross-trained on basic information about all College of Forestry programs. Advisors may have a mix of on-campus and Ecampus students (based on program assignments) with total workloads of no more than 275 on-campus students per 1.00 advising FTE (225:1 ratio for currently enrolled Ecampus students). When all members of the advising staff have reached their maximum ratio, and enrollment rates predict growth, the Associate Dean of Undergraduate Studies will allocate funds to increase advising FTE as needed.

Prospective students not yet attending OSU will have their initial meeting with the Manager of Recruitment. At that time students will be provided an overview of all the College of Forestry majors as well as more detailed information about the discipline(s) they are seeking. Students begin meeting with their major-specific Academic Advisor at orientation. Undecided intra-university transfer students may meet with the Manager of Recruitment, while more firmly decided students can meet immediately with the Academic Advisor for their desired major.

All advisor position descriptions will include a portion of FTE dedicated to service/other duties as assigned/approved by the Manager of Undergraduate Curricula & Advising. This allows the time necessary for advisors to pursue professional development to enhance their work, to participate in activities which keep them well connected to their department(s) and the curriculum (e.g. participation in curriculum committees, search committees, etc.), or to participate in university initiatives related to academic success. Priority should be given to advising activities, service to the College, or activities that enhance the College's engagement with stakeholders.



EVALUATION & ASSESSMENT OF ADVISING

Evaluation and assessment of advising in the College of Forestry will occur on two levels: programmatic and individual.

Programmatic assessment will be conducted annually, gathering student input from the OSU Advising Survey or a COF Advising Survey. The OSU survey is administered every three years and a COF survey will be administered in the other years. Feedback will also be sought from colleagues in Student Services, Recruitment, Experiential & Co-Operative Education, International Programs, and COF departments. Data about number of advising appointments, peak times, etc. will be gathered from the online appointment system and the advisor's tracking of their student contact hours. Information from the programmatic assessment will be included in the Manager of Undergraduate Curricula & Advising's annual report to the Associate Dean.

Evaluation of individual advisors will take place during their annual performance reviews with the Manager of Undergraduate Curricula & Advising. This is intended to be an opportunity for advisors to reflect on their strengths, areas for growth, and goals for the coming year. Evaluations will also include the updating and maintenance of individual advisor's professional development plans. Evaluations will be conducted during the summer, and official copies of the final evaluations will be provided to Human Resources for inclusion in the advisor's personnel file.

The Manager of Undergraduate Curricula & Advising will be evaluated annually by the Associate Dean for Undergraduate Studies. The Associate Dean is encouraged to make this a 360-degree review to allow for input from those supervised by the Manager, those collaborating with the Manager, and those affected by the Manager's decision-making.

PROFESSIONAL DEVELOPMENT

Standards for Academic Advising set by the Council for the Advancement of Standards in Higher Education (CAS) include a strong recommendation that programs "provide access to continuing and advanced education and appropriate professional development opportunities to improve the leadership ability, competence, and skills of all employees." The College of Forestry, and specifically the Associate Dean for Undergraduate Studies, will provide support for ongoing training and professional development activities for the Academic Advisors and Manager of Undergraduate Curricula & Advising. Professional development funds will be budgeted annually (in the Associate Dean of Undergraduate Studies' budget), and advisors will have the opportunity to request use of those funds to support expenditures such as NACADA membership, conference attendance, webinars, workshops, literature, or other materials/activities that will enhance and improve the ability to serve COF students. Effort will be made to find and engage in low-cost (or no-cost) professional development activities available locally, capitalizing on resources and expertise available in the OSU community.

FACULTY MENTORSHIP PROGRAM

The success of the Collaborative Model for Academic Advising in the College of Forestry relies, in part, on continued opportunities for undergraduate students to engage with faculty members for mentorship. Responsibility for creation and oversight of a faculty mentorship program is not within the purview of the Manager of Undergraduate Curricula & Advising, but with the Department Heads. It is included here because of the direct connection to the advising functions within the College.

Examples of student engagement with faculty mentors include (but are not limited to):

- Meeting with faculty for discussion/approval of work experience
- Completing a mentored work experience with a faculty member
- Completing a research experience with a faculty member
- Meeting with a faculty member for guidance related to career discernment

Faculty mentorship programs reside in the departments and should be coordinated as part of faculty workloads. The departments will identify faculty mentors and communicate their names to advisors for student referral.

CHANGES TO THIS DOCUMENT

This Collaborative Model for Academic Advising represents the core vision, goals, and objectives that guide our work. It also outlines the structure which allows the College of Forestry to provide outstanding student-centered academic advising which, in turn, promotes student success, retention, and graduation. Changes to this document, or to the structure and processes outlined herein, will require input and approval from:

College of Forestry Academic Advisors
Manager of Undergraduate Curricula & Advising
Department Heads
Associate Dean for Undergraduate Studies
Forestry Executive Team

Adopted May 4, 2015 by:

- COF Academic Advisors
(Banks Blair, Autumn Granger, Laurie Holst, Sandy Jameson, Terina McLachlain, David Smith)
- Manager of Undergraduate Curricula & Advising (Nicole Kent)
- Department Heads (Troy Hall, Claire Montgomery, Laurie Schimleck)
- Associate Dean of Undergraduate Studies (Randy Rosenberger)
- Dean (Thomas Maness)