

SSI Annual Report

Response ID:37 Data

1. Page One

Dept./Program/Project Name:

College of Arts and Letters Advising Center

University Division:

Academic Affairs

Person Responsible for Overseeing SSI Project/Activities:

Name : Sarah Ellison

Title : Professional Advisor

Email Address : sarah.ellison@csusb.edu

Extension : 73802

Person Preparing Report (if different than above):

2.

Total SSI amount allocated this year:

\$98,398.00

Total SSI amount expended thus far:

\$98,398.00

Number of unique students served (July 1 - Winter Quarter):

2052

3. (untitled)

SSI Program/Project Overview: In 750 words or less, describe the overarching purpose, goals and outcomes of your SSI-funded project(s), program(s), etc.**CAL Advising Update:**

Over the last year the CAL Advising Center has grown in size and service to include the addition of a new Student Assistant, desk space for an additional Peer Advisor, and Q2S Professional Advisor. In total the center employs 4 Student Assistants, rotates 8 Peer Advisors earning credit for practicum units within a CAL Major, and receives assistance from Q2S funded Professional Advisor. The CAL Advising Center has adjusted services by having the Student Assistants and Peer Advisors support students with 1 term of advising and serve as a resource for university and college department policy and procedure.

Purpose:

The primary purpose of the Academic Advising Center for the College of Arts and Letters is to assist our undergraduate students in the development and implementation of their educational plans and serve as a resource for all students that walk through our doors and utilize our services. We commit to incorporating a variety of advising practices and understand there is not a one size fits all advising approach for our students.

Goal:

Our primary goal in the CAL Advising Center is to empower our students to be proactive, responsible scholars that utilize and take full advantage of university resources and opportunities. We strive to promote student success through active advising catering to our student's needs, while also focusing on student engagement and learning. We work closely with our

departments and faculty advisors to ensure our students understand their program requirements, graduation requirements, and are prepared to successfully complete all requirements needed to graduate.

Our focus in CAL Advising has been to promote and establish the need for advising and encourage students to seek advising on a regular basis. We have been heavily focused on the preparation for the quarter to semester transition and have included the incorporation of group advising sessions to assist students in determining whether or not they will graduate under the quarter or semester system. The ultimate goals of the CAL Advising Center include:

- Effectively support student graduation goals
- Support students during the quarter to semester transition and beyond
- Work with college faculty and departments to support students academically, personally, and professionally
- Provide assistance for questions and planning for study abroad programs
- Promote student development by communicating and providing information about university and college policies, procedures, processes, and resources
- Connect students to other university departments such as the Career Advising Center, Coyote Plus Programs, Supplemental Instruction etc...
- Connect students to opportunities for involvement through clubs, organizations, internships, student employment, and more
- Develop academic plans for graduation and establish check-in schedule for regular advising
- Provide comprehensive academic advising appointments with Professional Advisors to ensure students stay on track to successfully complete their program requirements

4. (untitled)

Alignment to ILOs: To which of the following Institutional Learning Outcomes (ILOs) do you feel as though your SSI-funded project aligns? (Check all that apply.) Details regarding the ILOs can be found on [Office of Academic Programs website](#).

- Breadth of Knowledge
- Depth of Knowledge
- Ways of Reasoning and Inquiry
- Creativity and Innovation
- Integrative Learning
- Engagement in the Campus, Local, and Global Communities
- Diversity and Inclusion

5. (untitled)

SSI-Funded Activities: Please list and describe the activities undertaken through winter quarter with your SSI allocation. This section should address only those activities occurring this fiscal year.

- 1.Q2S advising for students and collaboration with other department advising efforts
- 2.Q2S Faculty and Advisor Training
 - a.EAB- Assisted in the training of CAL faculty and staff on how to sync calendars, run reports, input notes, and utilize the EAB Kiosk Function
 - b.MyCap- Assisted with training of MyCap functions building plans and reviewing degree requirements
- 3.Launched Q2S group advising sessions for World Languages, Communication Studies, and Art
- 4.Served as Peer Advising Program Coordinator for Art, Communication Studies, English, and World Languages- Trained Peer Advisors for work performed within the Advising Center as either a Peer or Student Assistant
- 5.Partnered with Graduation and Retention Specialist to coordinate Q2S advising campaigns, GI 2025 advising campaigns, and inform students about GIG Summer Scholarship opportunity
- 6.Sustained and promoted virtual advising services
- 7.Student Success Team coordination- Collaborated on Advising events, advising services, group advising sessions, and regular meetings/updates
 - a.Career Center
 - b.Associate Dean of the College of Arts and Letters

- c. Graduation Retention Specialist
- d. Advising Academic Services
- 8. Collaborated with Advising and Academic Services
 - a. Advising Events
 - b. Peer Advisor/Peer Mentor training program development and training
 - c. EAB training
 - d. Advising for students on probation or who have excessive units
- 9. Collaboration with colleges across campus
 - a. EAB- Utilizing reporting and check-in system
 - b. MyCap- Utilizing schedule and explaining schedule planner functionality
- c. Advising model and practices- Adapted Peer Advising services and preparing for change to caseload model where each advisor would be assigned students based on program
- 10. SOAR planning and participation

6. (untitled)

Progress Towards Outcomes/Cumulative Findings: Describe the progress you have made toward your original SSI goals and outcomes through winter quarter. Indicate clearly how student success was enhanced by your program or service/s. Be sure to include the measures you employed and evidence/data you collected for each outcome where appropriate.

In previous reports CAL Advising was tasked with establishing student learning outcomes, during this academic year we established the following student learning outcomes for advising:

Goal 1: Timely Graduation

Outcome 1.1: Students will establish realistic graduation date

Measure 1.1: Q2S Page

Outcome 1.2: Students understand their academic requirements

Measure 1.2: MyCap and EAB Check Box

Outcome 1.3: Students make appropriate course selections by understanding prerequisites, course sequencing, course offering/schedule

Measure 1.3: MyCap

Goal 2: Knowledge of University Policies and Procedures and Engagement with Resources

Outcome 2.1: Students demonstrate an understanding of relevant university academic policies and procedures

Measure 2.1: Grad check filing data and Focus Group

Outcome 2.2: Students demonstrate an awareness of relevant campus resources

Measure 2.2: Focus Group

Outcome 2.3: Students have participated in academic and/or co-curricular activities

Measure 2.3: NSSE data and Focus Group

Goal 3: Knowledge of personal, academic, and career options and pathways

Outcome 3.1: Students articulate personal, educational, and/or career goals

Measure 3.1: EAB check box indicator and Focus Group

Outcome 3.2: Students select a major based on their career goals and understanding of their strengths, skills, and abilities

Measure 3.2: Risk level in EAB and Focus Group

Outcome 3.3: Students have a sense of ownership over their educational experience and career path

Measure 3.3: Success Marker and Focus Group

CAL STUDENTS SERVED

July 1, 2018- March 23, 2019

Total Check-Ins (Include Repeat Visit): 1145

Total Appointments: 907

CAL Advising implemented a new check-in system that accurately records the amount of students being seen in the center. A

change that took place during the academic year for advising practices included the exclusion of advising Liberal Studies students in CAL Advising, as they were instructed to receive advising from the PAL's advising center. Students served by program include:

Arabic-21 COMM- 616 French- 2 Music- 9 SPAN- 553

ART- 363 ENG- 428 Liberal Studies- 92 Philosophy- 3 Theatre Arts- 13

Academic Year 2017-2018

Total Check-Ins (Including Repeat Visits): 1683

Total Appointments: 1195

7. (untitled)

Recommendations for Continual Improvement/Action Plan: Based on the analysis of your assessment results, what actionable steps can be taken to make improvements? How can you improve students' achievement of the SLO or your office's performance in terms of operations? What is your expected timeline?

The next steps for CAL Advising is to redesign or create a new Qualtrics survey aligned with the established SLO's and consider progress or measurement towards success in Q2S and GI 2025 initiatives. CAL will also look to establish an advising campaign schedule to ensure students are both contacted and advised on a regular basis and are updated on advising events, as well as College/department events. The lack of space continues to be a problem for CAL Advising, and makes it challenging to maximize the amount of students that can be seen by a Professional Advisor, as well as utilize the services and resources provided in the Advising Center via Peer Advising.

Resources for Continual Improvement/Action Plan: What additional resources, if any, are needed to bring the above continual improvements to fruition?

To continue with improvement efforts, the issues of space, privacy, and a permanent designated waiting area need to be addressed. Our students struggle to receive advising services, especially during peak advising times due to the lack of space within the advising center. We are not able to adequately accommodate our students as they wait, as well as provide a space where their privacy is prioritized and protected.

8. (untitled)

Challenges: If applicable, please list any significant challenges encountered that have affected your ability to fully implement your intended activities or to reach your articulated outcomes. Please also indicate if you need assistance in addressing these challenges.

EAB/Campus functionality that can accurately track and report advising visits for the Advising center.

9. Budget Summary with Alignment to Outcomes and Activities

Budget Summary: Please account for all expenditures of SSI funds for this project using the SSI Annual Report Budget Summary Template. (The template can be found at <http://ssi.csusb.edu/assessment>.) Upload your completed summary here.

[Copy_of_SSI_Annual_Report_Budget.xlsx](#)

10. (untitled)

Check-in/Usage Report: Please upload any check-in or usage data you have for students who have engaged with your project/program since July 1 through the end of winter quarter. Uploads should be in Excel and include, at minimum, students' CoyoteIDs; password-protected SPSS files may be submitted via email to Institutional_Research@csusb.edu. Additional information such as date(s) of visit(s)/interaction(s) and students' names would also be helpful. (The Office of Institutional Research is working to establish an overall assessment of SSI; to do this, we need your help in collecting and sharing students' engagement with and usage of SSI-funded projects and programs.)

11. Thank You!

New Send Email

Apr 11, 2019 12:10:57 Success: Email Sent to: sarah.ellison@csusb.edu,



Student Success Initiative Annual Report

Budget Summary with Alignment to Outcomes and Activities

Please save your completed summary using the following format: SSI_Budget_Year_Unit/Dept Name. You will be asked to upload this completed form as part of the online submission process.

Project Name: Year: 2018-2019

University Division: "Other" Project Name:

Name and Title of Person Responsible for SSI/VTI Project:

Expenditure Description	Outcome(s) Supported	Supported Activities	EO 1060 Category (All VTI projects should be coded Expanded Technologies.)	Amount
			Advising & Retention	
Salary expenses for CAL's Professional Adv				\$ 61,039.00
Benefit expenses for CAL's Professional Ad				\$ 37,359.00
GRAND TOTAL				\$ 98,398.00