

ASUMH PROPOSAL FORM

1. Submitted to the SGOC from Academic Affairs and Advising Workgroup Committee on this date: 3/05/2021

Estimated time needed to present proposal: 10-15 minutes

2. Please provide a detailed description of the proposed activity, policy, or practice.

See attached proposal document

3. Does this proposal amend or abolish a current activity, policy, or practice? If so, please list current activity, policy, or practice.

Amends the current advising model to a 3 Tier model.

4. Will this proposal require budgetary expenditures? If so, please provide an estimated amount.

5. Will this proposal require the formation of a work group to study and recommend regarding the proposal? If so, please attach a Work Group Committee Recommendation Form. Advising Workgroup is already formed and working on this

6. Submitted to the SGOC by committee on this date: 03/05/2021

7. Faculty and Staff Senate and SGA amendments:

Recommended by Academic Affairs on 3/5/21
Approved by Faculty Senate on 3/12/21
Approved by Staff Senate on 3/12/21
Approved by Student Affairs on 3/12/21
Approved by Curriculum Committee on 3/29/21

8. Faculty and Staff Senates, SGA, and Committee review completed on this date: 3/29/21

9. Submitted to Chancellor by SGOC on this date: 4/5/21

10. Chancellor's approval, assignment, and comments:

 4-20-21

11. Proposed activity completed on this date:

Advising Work Group & Academic Affairs Committee

Recommendation for 3 Tier Model of Advising

February 25, 2021

The Advising Work Group, operating under the standing Academic Affairs Committee, recommends the following comprehensive change to the academic advising process at ASUMH.

Recommendation: Move to a three-tiered advising model to optimize advisors' skills and preferred levels of participation. Anticipated implementation is Summer 2021. Training will be provided for all tier participants. Additionally, Tier 3 participants will coordinate activities with VCAA and appropriate dean. Below, see the three advising tiers with recommended levels of responsibility:

Tier 1 Participants should:

- Be trained in all academic programs
- Be familiar with all degree rotations and check sheets
- Use appreciative advising to obtain information that students do not readily provide
- Be willing to work at some point during periods outside of regular faculty office hours
- Have an understanding of financial aid information

Tier 2 Participants should:

- Be trained to advise and utilize degree rotations in specific areas such as Education, Funeral Science, and technical programs
- Use appreciative advising
- Be willing to work at some point during periods outside of regular office hours

Tier 3 Participants should:

- Have a basic understanding of the advising process
- Have knowledge of one degree in their particular field so that they can advise if needed
- Direct students to an appropriate Tier advisor
- Have access to basic advising materials/resources

- Contribute to the institution in a non-academic advising role

These non-academic advising activities/job duties may include, but are not limited to:

- Serving as director or coordinator of a program or service
- Serving on scholarship committees
- Coordinating speakers/guests
- Providing consistent student tutoring
- Serving as a student mentor
- Sponsoring a student group or club
- Coordinating or adding groups or organizations
- Developing extracurricular activities
- Sponsoring an intramural sports team
- Creating community outreach opportunities
- Engaging in other areas as approved by the appropriate Dean and VCAA

Tier 3 Advisors

(All faculty members who are not Tier 1 or Tier 2 and student services personnel)

*All new faculty members will be required to participate in Tier 3 for the first year and then may select another tier.

Tier 3 advisors who wish to advise students must receive training to become either a Tier 1 or Tier 2 advisor.

Tier 1 or Tier 2 advisors who wish to participate in the aforementioned non-academic advising activities may do so.

Note: The Advising Work Group is coordinating training videos from key ASUMH personnel for training purposes. Additionally, training workshops will be conducted IN PERSON to ensure a full understanding of advising responsibilities.

The administrative assistant to the VCAA will continue to organize and assign advising assignments. The administrative assistant will coordinate summer advising assignments.