Committee RECOMMENDATION FORM

☒ **Academic Affairs**
☐ **Institutional Support**
☐ **Student Affairs**
☐ **College Affairs**

☒ GP Change
☐ No GP Change

Recommendation:

The Academic Affairs Committee is recommending requiring academic advising for all certificate and degree-seeking students starting with summer 2020 to the General Policy Manual (A-7-0 Advising).

Rationale:

COCC's First-Year Experience Activity Team identified the need to increase communications to students who apply for admission early in the process. While part of Bobcat Welcome (a new, early and online orientation) will address that, we also know that getting students registered in classes as early as possible builds a strong sense of connection to the College. This prompted a discussion about new student advising days, which then lead to a discussion on why academic advising is not required for summer term. COCC "urban legend" is that certificate- and degree-seeking summer term students are only at COCC for one term and then return to their primary institution in fall. However, institutional data indicates that an average of 67% of new, 45% of returning after an absence, and 60% of transfer in students stay at COCC for fall term.

History:
Academic Affairs First Reading: 3/18/19
Academic Affairs Second Reading: 4/15/19

Timeline for Implementation:
Recommend implementing this change for all new certificate and degree-seeking students starting in summer 2020.

Submitted by: _Jessica L uglio_ /s/ Chair, Academic Affairs   Date: _5/13/19_

Action taken by the President: ☐ Approved ☐ Denied ☐ Tabled

Comments:

_____ /s/ President, COCC   Date: _____

Academic Affairs Committee

Form 1: Presentation Checklist

Mandatory Summer Academic Advising

Name: Alicia Moore, Michael Fisher, Seana Barry   **Date:** 1.19.19

Department: Representing First-Year Experience, CAP Services, and Admissions & Records

COCC Contact Information: Alicia, amoore@cocc.edu, x7244

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

COCC's First-Year Experience Activity Team identified the need to increase communications to students who apply for admission early in the process. While part of that will be addressed by Bobcat Welcome (a new, early and online orientation), we also know that getting students registered in classes as early as possible builds a strong sense of connection to the College. This prompted a discussion about new student advising days, which then lead to a discussion on why academic advising is not required for summer term. COCC "urban legend" is that certificate- and degree-seeking summer term students are only at COCC for one term and then return to their primary institution in fall. However, institutional data indicates that an average of 67% of new, 45% of returning after an absence, and 60% of transfer in students stay at COCC for fall term. In order for these students to be as successful as possible, we recommend requiring academic advising for all certificate and degree-seeking students starting with summer 2020.

TYPE OF AGENDA ITEM

☐ Information Item (requires approval of AA Chair)

☑ Action Item

    ☐ Information and committee feedback

    ☐ Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)

    ☐ Procedure—new

    Identify suggested location in *GPM*: _____

    ☑ Policy—revision (Attach current policy with proposed changes illustrated with track changes)

    ☐ Policy—new

    Identify suggested location in *GPM*:_____

    ☐ New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)

    ☐ Other:_____

BUDGET

No budgetary impact.

INSTRUCTIONAL REQUIREMENTS

This policy will bring summer term in alignment with all other terms regarding COCC's policy for advising. The instructional impact of this is that starting for summer 2020, faculty advisors may need to clear a student's advising requirement for summer term (as they do for fall, winter, and spring terms) should a student choose to take summer term classes.

OPERATIONAL NEEDS, CURRENT AND FUTURE

This change will require changing how Banner is programmed in terms of advising requirements. Chris Mills, COCC's Banner Student Module Manager/Analyst, indicates that this is a relatively easy change.

CAP Services already hosts optional advising days for summer term students, so they may need to expand the number of available group advising days to accommodate this change. Seana Barry, CAP Services Director, and Bonnie Jordan and Diana Kalanquin, CAP Services advisors, are part of the work group recommending this change.

STUDENT IMPACT

This recommendation is an offshoot of a team working to explore moving the first time new students can register for fall quarter to earlier in the year, perhaps during the prior spring quarter (target for moving new student advising dates earlier is fall 2020). After much discussion, the group believes this can be of benefit to students:

1) it will help students make more intentional decisions structured around academic planning;
2) will remove a long-standing exception to COCC's mandatory advising policy and therefore, provide less confusion; and
3) because summer and fall term advising are happening simultaneously, may encourage some fall term students to take summer term classes, thereby expediting their path to their academic goal.

ANTICIPATED IMPLEMENTATION TIMELINE

Recommend implementing this change for all new certificate and degree-seeking students starting in summer 2020.

A-7-0 ADVISING

Academic Advising at COCC is provided by both CAP Services (Career Services, Academic Advising, and Personal Counseling) and by faculty members in each department. The purpose of academic advising is to guide students toward achieving their educational goals and to help students become self-reliant in understanding College policies and practices. Various advising requirements are in place to support this purpose.

Prior to registering for classes, new certificate-and-degree seeking (CDS) students and students who have not attended for more than a year, participate in small-group advising sessions. After the first advising session, students are assigned an advisor in their declared major and emailed the advisor's contact information. Students are required to meet with their advisor to develop long-range academic and career plans before the next term's registration. All CDS students are required to ~~to~~ obtain their advisor's approval to register for future fall, winter, ~~and~~ spring and summer terms. Advisors can give permission for one, two, or three terms as they feel is appropriate for the individual situation.

COCC provides an online tool, GradTracks, to help students and their academic advisor track progress toward graduation. GradTracks allows students to see how completed courses are applied toward their declared certificate and degree options. Students can access GradTracks by logging on to their Bobcat Web Account and selecting the Student Services & Financial Aid Tab; clicking on the GradTracks link and again on the GradTracks button. Students must ~~be taking~~take credit classes in order to view information in GradTracks.

Students are responsible for monitoring their advising requirement and for completing the advising steps in a timely manner. COCC recommends that students plan their advising appointments well in advance of the opening of registration. Students may find their advisors name and contact information in Bobcat Web and GradTracks. Students can also see ~~who want to find their assigned advisor's name and contact information and see~~ if they have an advising requirement for an upcoming term by looking, ~~should look~~ in their student Bobcat Web Account (~~under~~ Student Services and Financial Aid/Registration/→Can I register for Credit Classes) ~~or GradTracks~~. Students may request a specific advisor or a change in advisors if they change their declared program. Students not seeking a certificate or degree are not required to meet with an advisor, but are welcome to meet with a CAP Services advisor. Contact CAP Services, upper level Cascades Hall, Ph. 541-383-7200, for advising options.