**Formstack Submission for form Assessment Template**

*Submitted at 04/07/17 2:06 PM*

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| **Program::** | Academic Advising Center |
| **List each of your program's learning outcomes, and then provide a narrative and/or attach a table to describe the evidence - surveys, assignments, exams, questions, etc. - that will be used to measure each outcome.:** | “The Academic Advising Center supports the undergraduate community through collaborative and comprehensive advising services as students explore, navigate, and graduate.”  (AAC Mission Statement, 2017) This is accomplished through a coordinated series of programs and services aimed at specific student populations, and by providing training, professional development opportunities and technologies to advisors. Advising Learning Outcomes: 1. Every student meets with an academic advisor at key intervals throughout their collegiate experience 2. Every student has a Plan to Finish that integrates their interests, strengths, and goals 3. Students participate in deeply engaged learning opportunities |
| **How will evidence be collected?:** | Students are required to meet with an academic advisor at two key milestones- in their first semester of study and again prior to the end of their second year. Specific milestones are established by a university-wide committee; students are not permitted to registered until meeting with an advisor familiar with those milestones.  Historically, the Academic Advising Center has evaluated the success of the Mandatory Advising Programs by monitoring the academic progress of students who avail themselves of the mandatory sessions. Data from OBIA are used to track registration, retention, and degree completion.  Overall student satisfaction with advising is assessed through a comprehensive survey developed by a subcommittee of the Undergraduate Academic Advising Committee. The instrument is administered every two to three years to a representative sampling of students.   All program areas of the Academic Advising Center are asked to integrate identification of specific learning outcomes and meaningful assessment into their services and programs. |
| **Describe (or attach using the uploader below) the rubric or assessment tool you will use to measure each piece of evidence::** | First Year Milestones: Student knows what their advisor does and how to contact their advisor. Student understands how to generate and interpret Degree Audit. Student understands the purpose of General Education requirements. Student builds a class schedule that is consistent with interests, abilities, and personal situation. Student understands the value of involvement. Second Year Milestones: Student knows how to connect to their major advisor. Student knows how to declare their major. Student understands curriculum and requirements for graduation. Student understands how to get information about options and resources to enhance their undergraduate experience. Student understands the value of co-curricular experiences. |
| **Who will be assessing the evidence?:** | All members of the AAC professional staff are involved in establishing learning outcomes, developing appropriate assessment, and integrating the results into design of future efforts. |
| **How will you analyze and present the analysis of your evidence?:** | Each unit of the Academic Advising Center contributes to our Annual Report. Moving forward, this document will be based on comprehensive program assessment. |
| **Who writes your assessment report?:** | All members of the AAC staf contribute to the annual report. |
| **Who reads your assessment report?:** | The report is submitted for review to Undergraduate Studies; it is also published on our website. |
| **Who acts on the assessment report?:** | The Annual Report help guide our priorities and goals for the upcoming year. |
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