

1999-2000 Institutional Effectiveness Report

Department: Advising Office
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Unit Mission Statement

The Advisement Center at South Texas Community college is committed to providing quality district-wide advising services to assist students in developing an educational plan consistent with their life goals.

List of Clients:

Students
Faculty
Staff
Community
SACS
Accrediting Boards
Employers
four-year Institutions
Carl Perkins
The Coordinating Board
Governmental Agencies
Administration
High Schools
Advisory committees
Student Organizations
Special Populations

Intended Outcomes

Department: **Advising Office**

Intended Outcome: 1

Standardize advising policies and procedures.

Intended Outcome: 2

Assign all students with an individual advisor to assist them in developing an education plan consistent with their life goals.

Intended Outcome: 3

Provide ongoing, professional development opportunities for the advising staff.

Intended Outcome: 4

Provide district-wide advising services at all STCC sites.

Intended Outcome: 5

Develop an effective Orientation Process.

Intended Outcome: 6

Intended Outcome: 7

Intended Outcome: 8

Intended Outcome: 9

Intended Outcome: 10

Performance Indicators

Department: Advising Office

Outcome: 1 Standardize advising policies and procedures

Performance Indicator: A	Develop an advisors manual that includes standard advising policies and procedures.
Performance Standard	100% of professional advising staff will be given a copy of an advisors manual within the first week of hire.
Actual Outcome	100% of professional academic advisors have been given a copy of the advisor's manual.
Implications for Next Year's Plan	We will continue to update and provide manuals to all new advisor's. This Intended Outcome will be deleted from the 2000-2001 IE Plan.

Performance Indicator: B	Develop a faculty advisor resource manual.
Performance Standard	100% of faculty advisors will have access to an advisor resource manual.
Actual Outcome	A faculty advisor's manual has been completed, however, it has not yet been distributed.
Implications for Next Year's Plan	Procedures need to be determined to duplicate and distribute the faculty advisor's manual.

Performance Indicator: C	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicator: D	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicators

Department: Advising Office

Outcome: 2 Assign all students an individual advisor to assist them developing an education plan

Performance Indicator: A	Student Satisfaction
Performance Standard	100%
Actual Outcome	the majority of students have not been assigned an individual faculty advisor.
Implications for Next Year's Plan	Procedures for identifying and assigning faculty advisors for each student need to be developed.

Performance Indicator: B	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicator: C	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicator: D	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicators

Department: Advising Office

Outcome: 3 Provide ongoing, professional development opportunities for the advising staff.

Performance Indicator:	A	Student Satisfaction
Performance Standard		100% of the Advising staff will attend regular staff training sessions.
Actual Outcome		Bi-monthly Advisor's staff meetings include regular training sessions.
Implications for Next Year's Plan		Training sessions will be ongoing. It is not necessary to include this outcome in the next planning cycle.

Performance Indicator:	B	Participation in Professional Organizations related to Advising.
Performance Standard		30% of the staff will attend at least one professional conference.
Actual Outcome		100% of the Advising staff attended the teleconference on "Campus Collaborations to Foster
Implications for Next Year's Plan		Professional development opportunities will continue. It is not necessary to include this outcome in the next planning cycle.

Performance Indicator:	C	
Performance Standard		
Actual Outcome		
Implications for Next Year's Plan		

Performance Indicator:	D	
Performance Standard		
Actual Outcome		
Implications for Next Year's Plan		

Performance Indicators

Department: Advising Office

Outcome: 4 Provide district-wide advising services at all STCC sites.

Performance Indicator: A	Student Satisfaction
Performance Standard	A professional academic advisor will be assigned to all STCC campuses
Actual Outcome	All STCC campuses now have a full-time professional academic advisor.
Implications for Next Year's Plan	It is not necessary to include this intended outcome in next year's plan.

Performance Indicator: B	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicator: C	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicator: D	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicators

Department: Advising Office

Outcome: 5 Develop an effective Orientation Process.

Performance Indicator: A	Student Satisfaction
Performance Standard	80% of students will report that they were given the opportunity to receive a thorough orientation to the college
Actual Outcome	However, orientation sessions are scheduled throughout the year on weekends and evenings.
Implications for Next Year's Plan	Data sources need to be identified.

Performance Indicator: B	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicator: C	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	

Performance Indicator: D	
Performance Standard	
Actual Outcome	
Implications for Next Year's Plan	