



BOISE STATE UNIVERSITY

University Policy 4030

Assessment of Advising

Effective Date

July 1978

Last Revision Date

September 2012

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Advising and Academic Support Center, (208) 426-4049

Scope and Audience

This policy applies to all faculty, staff, and student peers involved in academic advising.

1. Policy Purpose

In order to provide high-quality advising to all students and to better prepare faculty and other personnel responsible for advising, academic advising programs, policies, and procedures will be periodically assessed.

2. Responsibilities and Procedures

2.1 Responsibility

- a. The Office of Advising and Academic Enhancement with support from University Advising Council is responsible for university-level advising assessment processes. These bodies review university-level advising assessment outcomes and are responsible for development of university-wide advising programs and procedures.

- b. College deans, through college advising coordinators and department/unit chairs, are responsible for organizing review of college-level and department/unit-level advising assessment outcomes for their respective units. Deans, chairs, and advising coordinators are responsible for leadership in improvements to college-level, and department/unit-level advising models and policies, considering their respective periodic advising assessment outcomes. Department/unit faculty and Deans' governance teams are responsible for approving changes to existing college-and department/unit-level advising models and policies on their respective levels subsequent to the periodic review of advising assessment outcomes.

2.2 Procedures

- a. The Office of Advising and Academic Enhancement will administer a Survey on Academic Advising on a periodic basis to collect information about the effectiveness and quality of advising throughout the university.
- b. The Office of Advising and Academic Enhancement will provide assessment results (university-wide, college, and department/unit) to respective college deans and department/unit chairs.
- c. College deans and department/unit chairs will review assessment results in collaboration with college advising coordinators and consider development of current policies and processes in order to improve advising.
- d. The effectiveness of advising models and programs shall be assessed according to the following areas:
 - Policies
 - Delivery systems
 - Advisor training
 - Student needs and outcomes
- e. Department/unit faculty and Deans' governance teams formalize changes to existing advising policies and models in respective units subsequent to periodic assessments and reviews.

- f. The effectiveness of officers/representatives of the university, whose job description is primarily focused on student advising and academic enhancement, shall be reviewed periodically according to topics, such as:
- Knowledge of general university and specific departmental academic requirements and procedures.
 - Awareness of educational and professional development opportunities.
 - Awareness of university services for purposes of appropriate referral.
 - Communication to advisees of available hours for academic advising and other advising opportunities.
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Revision History

July 1993; July 1995; September 2012