

Administrative and Educational Support Report

Academic Advising & Mentoring Center

**Annual Action Plan
Annual Assessment Report**

June 2006 – May 2007



Annual Action Plan: June 1, 2006–May 31, 2007

Unit: Academic Advisement and Mentoring (AAM) Center

UTPA Mission: The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master’s and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

Division: Academic Affairs **Unit Head:** Marilyn Hagerty

Unit Mission: The mission of academic advisement at The University of Texas-Pan American (UTPA) is to assist students in identifying and understanding their potential interests, values, abilities, needs, and goals, and to guide them towards becoming informed consumers of university resources. In support of the University’s mission statement, academic advisement promotes academic excellence and celebrates student diversity.

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Create the academic infrastructure to improve student learning and success.

College/AVP Objective: Improve the academic advisement process for undergraduate students.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Improve the advisement tracking undergraduate and transfer students. (1)	During AY07 the AAM Center will create and utilize a database for tracking the advisement of UTPA. Freshmen and Sophomores.	The AAM Center will track TSI Clear Freshmen and Sophomore Advisement.	By the end of AY07, 100% of the TSI Clear Freshmen and Sophomores will be tracked through the use of a data base.	None

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UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

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College/AVP Objective: Improve the academic advisement process for undergraduate students.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
	Develop an advisement flag on the Student Information System (SIS) to track advised students.	By the end of AY07, the advisement flag will be designed and tested.	By the end of AY07, 100% of the design and piloting of the SIS Advisement Flag will be completed and ready for full implementation for AY08.	Computer Center Personnel
	During Spring 2007, the AAM Center in collaboration with the Colleges will pilot the tracking of the advisement of Juniors & Seniors for at least two faculty advisors in each college.	At least 2 faculty advisors in each college will track the advisement of their Juniors & Seniors during the Spring 2007 term.	By May 31, 2007, 100% of the pilot advisement tracking project of Juniors & Seniors will be tracked using the SIS advisement flag.	None
Reduce the number of students registering for classes not in line with their major. (2)	The Professional Guidance Counselors (PGCs) will collaborate with the Department Chairs in their college in developing 4-6 year graduation road maps.	The 4-6 year graduation road maps will be developed for all UTPA majors.	By May 31, 2007, 100% of the UTPA majors, will have road maps developed, approved and available for use by advisors and students.	None
Improve the consistency and quality of academic advisement for all	The AAMC Director will collaborate with the Academic Advisement	Advisement assessments will be evaluated and an overall academic	By May 31, 2007, 100% of the advisement assessments will be evaluated and an	None

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
undergraduate students. (3)	Advisory Council to develop an assessment plan for all advisement.	advisement assessment plan will be implemented.	overall assessment plan will be developed and implemented with approval by the Senior VP for Undergraduate Studies.	

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Create the academic infrastructure to improve student learning and success.

College/AVP Objective: Improve academic initiatives to ensure timely graduation for undergraduate students.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Improve the integration of technology in academic advisement. (4)	During AY07, the AAMC Director will collaborate with IT Staff to develop an electronic flag to track advisement on the Student Information System (SIS).	Establish an electronic flag on the Student Information System to identify students who have been advised for each term.	By May 31, 2007, an electronic advisement flag will be operational on the SIS.	Computer Center Staff
	During AY07, in collaboration with IT Staff, an Academic Advisement & Mentoring (AAM) Center Website will be developed.	The AAM Center Website will be designed and implemented.	By May 31, 2007, 100% of the design and implementation of the AAM Center website will be completed.	Computer Center Staff
	During academic year 2006-2007, the AAMC Director will participate on	The Banner implementation will include academic advisement	The AAM Center Director will attend all Banner design meetings related to academic	BANNER and BPA Consultants

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
	the implementation team for the new Student Information System software (Banner).	improvements over the current Student Information System (SIS).	advisement and complete a Business Process Analysis (BPA) of the Academic Advisement Process for TSI Clear students.	
This objective is not relevant to this unit and being addressed by another unit.				

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Create the academic infrastructure to improve student learning and success.

College/AVP Objective: Provide professional development opportunities for faculty and staff in undergraduate studies.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Assess the current needs for professional development of faculty and staff. (5)	The AAM Center Director will meet with College Deans and Department Chairs to determine the professional development needs of the faculty advisors.	Collaborate with College Deans and Department Chairs to determine specific professional development needs of faculty advisors.	The AAM Center Director will have met with 100% of the College Deans and Dept. Chairs to assess the professional development and resource needs of faculty advisors.	None
	Based on the Spring 2006 Needs Assessment results, and the College meetings, the AAM Center Director	An Academic Advisement Professional Development Plan will be developed.	By May 31, 2007, 100% of the design for the Academic Advisement Professional Development	None

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
	will develop an Academic Advisement Professional Development Plan.		Plan will be completed and approved by the Senior VP for Undergraduate Studies.	
Expand and improve professional development for faculty and staff. (6)	During the 2006-2007 academic year, academic advisement professional development events/ workshops will be provided to enhance the academic advisement knowledge and skills of faculty and staff.	At least two academic advisement professional development events will be implemented during the 2006-2007 academic year.	By May 31, 2007, at least two academic advisement professional development events will be held.	\$5,000 for travel, lodging, per diem and speaker fees.
	During Spring 2007, the AAM Center staff will collaborate with representative faculty advisors from each college to develop an academic advisement Master Advisor Series.	An academic advisement Master Advisor Series will be developed.	By May 31, 2007, 100% of the Master Advisor Series will be developed; approved by the Senior VP for Undergraduate Studies and ready for implementation in AY08.	None
	During Fall 2006, a faculty/staff academic advisement handbook will be developed to provide on time academic information for faculty and staff advisors,	Develop the core section of the academic advisement handbook.	By May 31, 2007, 100% of the core academic advisement section of the Academic advisement handbook will be developed for both electronic and paper formats and presented to the AVP for UGS, College Deans and Academic Advisement Advisory Council.	None
	The AAM Center staff will collaborate with College	Develop the College Specific Academic sections	During December 2006, the AAMC Director will	None

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
	Deans and Departments to develop the College Specific Academic sections of the Academic Advisement Handbook.	of the Academic Advisement Handbook.	report to the AVP for UGS, College Deans and Academic Advisement Advisory Council on the advancement of the College Specific sections of the Academic Advisement Handbook.	
	During Spring 2007, the AAM Center staff will collaborate with the UTPA Computer Center staff in implementing both an on-line version and hardcopy version of the Faculty/Staff Academic Advisement Handbook.	Implement both an on-line and hardcopy version of a Faculty/Staff Academic Advisement Handbook.	By May 31, 2007, 100% of the Faculty/Staff Academic Advisement Handbook will be available in both an electronic and hardcopy version for faculty and staff advisors.	None
	The Assistant Director for Undergraduate Studies will provide Career Advisement and Guidance Training for the new AAM Center staff.	Train the new the AAM Center advisors and guidance counselors in career advisement and guidance.	By May 31, 2007, 100% of the AAM Center advising staff will have received training in Career Advising and Guidance. Attendance verified by Schedule and sign-in sheets.	None

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Establish a separate Learning and Teaching Excellence Center to improve instructional practices and promote student engagement in learning.

College/AVP Objective: Initiate plans for a comprehensive student success center in Academic Affairs.

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Identify and secure funding for the student success center. (7)	The AAMC Director will collaborate with the AVP for UGS, Assistant Director for UGS and the UTPA Foundation Board to secure funding for a foundation to support the student success center.	Secure funding for the student success center endowment fund.	\$1,000,000 Endowment Fund for a student success center will have been secured.	\$1 million
Develop a plan for an academic student success center. (8)	The AAMC Director will collaborate with the AVP for UGS and the Assistant Director for UGS in developing the initial proposal, vision, goals and objectives for an academic student success center.	Develop the initial proposal for an academic student success center	By Fall 2006, 100% of initial proposal will be developed for the academic student success center and will be utilized in the establishment of the Student Success Center Foundation during academic year 2006-2007.	None
	The AAMC Director will collaborate with the AVP for UGS and the Assistant Director for UGS in developing a plan for the academic student success center.	Develop a plan for the implementation of an academic student success center.	By May 31, 2007, 100% of a plan for an Academic Student Success Center will be completed and presented to the UTPA President.	None

UTPA Goal:

Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.

Academic Affairs Objective:

Promote engagement with existing organizations to address challenges and opportunities.

College/AVP Objective:

Collaborate with STC and other post-secondary feeder schools for transitioning transfer students.

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Improve collaboration between the STC and UTPA advising departments. (9)	The AAM Center will collaborate with STC Advising staff to establish joint advisor meetings throughout AY07.	During academic year 2006-2007, the UTPA and STC Advising Staff Will meet for Joint Advisor Meetings.	By May 31, 2007, the UTPA and STC Advising Staff will have met for six joint advisor meetings.	None
	The AAM Center will collaborate with Enrollment and Student Services (ESS) staff and STC staff in conducting a survey of transfer students.	Assess the satisfaction of transfer students with the transfer process.	By May 31, 2007, a satisfaction survey will be designed and administered to transfer students.	None
Assist Enrollment and Student Services with evaluation of on-line transfer guides. (10)	The AAM Center staff will collaborate with faculty and the ESS staff in evaluating the current on-line transfer evaluation process.	The on-line transfer guides and evaluation process will be assessed and recommendations made for implementation.	By May 31, 2007, the current on-line transfer evaluation process will have been assessed and modification recommendations made for AY08.	None



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Division: Academic Affairs **Unit Head:** Marilyn Hagerty

Unit Mission: The mission of academic advisement at The University of Texas-Pan American (UTPA) is to assist students in identifying and understanding their potential interests, values, abilities, needs, and goals, and to guide them towards becoming informed consumers of university resources. In support of the University’s mission statement, academic advisement promotes academic excellence and celebrates student diversity.

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Academic Affairs Objective: Create the academic infrastructure to improve student learning and success.

College/AVP Objective: Improve the academic advisement process for undergraduate students.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Improve the advisement tracking undergraduate and transfer students. (1)	The AAM Center will track TSI Clear Freshmen and Sophomore Advisement.	By the end of AY07, 100% of the TSI Clear Freshmen and Sophomores will be tracked through the use of a data base.	93.4% of the TSI Clear Freshmen (FR) and Sophomores (SO) have been tracked through the use of a database.	Plans to collaborate with ENGR and CSCI dept to track advisement of their students during AY 2007-2008 were made.

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
	By the end of AY07, the advisement flag will be designed and tested.	By the end of AY07, 100% of the design and piloting of the SIS Advisement Flag will be completed and ready for full implementation for AY08.	The SIS Advisement flag was 100% designed, tested and operational by May 2007. Technical problems occurred with the Web for Faculty advisement flag. Implementation (not complete).	The Web for Faculty advisement flag created technical problems with the Student Information System (SIS) data and was revised. Plans were made to continue testing during Summer 2007.
	At least 2 faculty advisors in each college will track the advisement of their Juniors & Seniors during the Spring 2007 term.	By May 31, 2007, 100% of the pilot advisement tracking project Juniors & Seniors will be tracked using the SIS advisement flag.	26 Faculty Volunteers were identified and trained (at least 2 per college) to test the Web for Faculty Advisement Flag.	Due to the technical problems with the Web for Faculty advisement flag, the flag was not fully tested. Plans were made to continue testing during Summer 2007.
Reduce the number of students registering for classes not in line with their	The 4-6 year graduation road maps will be developed for all UTPA	By May 31, 2007, 100% of the UTPA majors, will have road maps developed,	92% of UTPA majors have road maps developed (currently	Plans to collaborate with departments without four year road maps to

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major. (2)	majors.	approved and available for use by advisors and students.	waiting on approval.) A Road Map Worksheet has also been developed for student use in academic planning.	complete the project during summer 2007 were made.
Improve the consistency and quality of academic advisement for all undergraduate students. (3)	Advisement assessments will be evaluated and an overall academic advisement assessment plan will be implemented.	By May 31, 2007, 100% of the advisement assessments will be evaluated and an overall assessment plan will be developed and implemented with approval by the Senior VP for Undergraduate Studies.	Assistant Director to the Associate VP for Undergraduate Studies attended NACADA Assessment Institute during Spring 2007. Based on the NACADA Assessment Cycle, the Academic Advisement Assessment Plan is being revised to focus on student learning outcomes.	Plans were made to complete the development of student learning outcomes for academic advisement; revise the academic advisement assessment plan based on the NACADA Assessment Cycle and to present the plan to the Academic Advisement council during Fall 2007.

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Create the academic infrastructure to improve student learning and success.

College/AVP Objective: Improve academic initiatives to ensure timely graduation for undergraduate students.

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Improve the integration of technology in academic advisement. (4)	Establish an electronic flag on the Student Information System to identify students who have been advised for each term.	By May 31, 2007, an electronic advisement flag will be operational on the SIS.	The electronic advisement flag is 100% operational on the Student Information System.	The SIS Advisement Flag was used by AAM Center advisors in advisement tracking.
	The AAM Center Website will be designed and implemented.	By May 31, 2007, 100% of the design and implementation of the AAM Center website will be completed.	By May 31, 2007, the AAM Center was 100% operational.	Plans were made to develop additional Website features (Electronic Faculty/Staff Advisor Handbook, Student Handbook, etc.)
	The Banner implementation will include academic advisement improvements over the current Student Information System (SIS).	The AAM Center Director will attend all Banner design meetings related to academic advisement and complete a Business Process Analysis (BPA) of the Academic Advisement Process for TSI Clear students.	AAM Center Director has attended BANNER design meetings and has completed a BPA of the Academic Advisement Process for TSI Clear Students.	Plans to develop the Student Support Service function of BANNER for academic advisement tracking purposes were made.

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Create the academic infrastructure to improve student learning and success.

College/AVP Objective: Provide professional development opportunities for faculty and staff in undergraduate studies.

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Assess the current needs for professional development of faculty and staff. (5)	Collaborate with College Deans and Department Chairs to determine specific professional development needs of faculty advisors.	The AAM Center Director will have met with 100% of the College Deans and Dept. Chairs to assess the professional development and resource needs of faculty advisors.	The AAM Center Director has met with 100% of the College Deans to assess the professional development needs of faculty advisors.	To gain broader faculty and staff support for professional development and assessment of campus-wide advisement, the AAM Center director collaborated with the Senior Vice-Provost to re-establish the Academic Advisement Council (effective August 1, 2007).
	An Academic Advisement Professional Development Plan will be developed.	By May 31, 2007, 100% of the design for the Academic Advisement Professional Development Plan will be completed and approved by the Senior VP for Undergraduate Studies.	Design of an Academic Advisement Professional Development Plan has been delayed until the establishment of the Academic Advisement Council.	Plans were made to provide models for an academic advisement professional development plan to the Academic Advisement Council for review during Fall 2007.
Expand and improve professional development for faculty and staff. (6)	At least two academic advisement professional development events will be implemented during the 2006-2007 academic year.	By May 31, 2007, at least two academic advisement professional development events will be held.	By May 31, 2007 the AAM Center hosted two NACADA and two Noel-Levitz Academic Advisement Webinars.	Plans were made to continue hosting the Noel-Levitz Webinars and to host a one-day academic advisement workshop during Fall 2007.
	An academic advisement Master Advisor Series will be developed.	By May 31, 2007, 100% of the Master Advisor Series will be developed; approved by the Senior VP for Undergraduate Studies and ready for implementation in AY08.	Design of a Master Advisor Series has been delayed until the establishment of the Academic Advisement Council.	Plans to collaborate with Director of New Faculty Orientation & Professional Development to provide an overview of academic advisement for newly hired faculty were made.
	Develop the core section of the academic advisement handbook.	By May 31, 2007, 100% of the core academic advisement section of the	By May 31, 2007, 75% of the Faculty/ Staff Advisor Handbook core section	Plans to finalize the core section of the Faculty/Staff Advisor handbook during

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
		Academic advisement handbook will be developed for both electronic and paper formats and presented to the AVP for UGS, College Deans and Academic Advisement Advisory Council.	was developed in a format ready for both electronic and paper formats.	Summer 2007 and to obtain approval during Fall 2007 from the AVP for UGS, College Deans and Academic Advisement Council were made.
	Develop the College Specific Academic sections of the Academic Advisement Handbook.	During December 2006, the AAMC Director will report to the AVP for UGS, College Deans and Academic Advisement Advisory Council on the advancement of the College Specific sections of the Academic Advisement Handbook.	The College Specific Academic sections of the Handbook have been delayed until the completion of the core section.	Plans to develop the College Specific Academic sections of the Faculty/Staff Advisor Handbook during AY 2007-2008 were made.
	Implement both an on-line and hardcopy version of a Faculty/Staff Academic Advisement Handbook.	By May 31, 2007, 100% of the Faculty/Staff Academic Advisement Handbook will be available in both an electronic and hardcopy version for faculty and staff advisors.	75% of hard-copy version developed for Faculty/Staff Academic Advisement Handbook (waiting for approval by Senior VP for UGS, College Deans and Academic Advisement Council).	Plans to place the approved Handbook on the AAM Center Website and then to provide the handbook in paper format upon request were made.
	Train the new the AAM Center advisors and guidance counselors in career advisement and guidance.	By May 31, 2007, 100% of the AAM Center advising staff will have received training in Career Advising and Guidance. Attendance verified by Schedule and sign-in sheets.	100% of the AAM Center advising staff have received training in Career Advising. All advising staff attended a six-session training on Career Advising and attended the Noel-	Plans to continue professional development in career advising during AY 2007-08 were made.

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
			Levitz Webinar on Academic Career Advising.	

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Establish a separate Learning and Teaching Excellence Center to improve instructional practices and promote student engagement in learning.

College/AVP Objective: Initiate plans for a comprehensive student success center in Academic Affairs.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Identify and secure funding for the student success center. (7)	Secure funding for the student success center endowment fund.	\$1,000,000 Endowment Fund for a student success center will have been secured.	Senior Vice-Provost, Assistant Director to the Senior Vice-Provost and AAM Center Director met during 2006-07 with the Edna Guerra Success Center committee to finalize plans for the \$1,000,000 Endowment.	Guerra family made a financial commitment to establish the \$1,000,000 Endowment fund.
Develop a plan for an academic student success center. (8)	Develop the initial proposal for an academic student success center	By Fall 2006, 100% of initial proposal will be developed for the academic student success center and will be utilized in the establishment of the Student Success Center Foundation during academic year 2006-2007.	100% of the initial proposal for the academic student success center was developed by Fall 2006.	Results of initial proposal were utilized in educating the Edna Guerra Success Center Committee on the need for an endowment to establish a Student Success Center on the UTPA campus.

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	Develop a plan for the implementation of an academic student success center.	By May 31, 2007, 100% of a plan for an Academic Student Success Center will be completed and presented to the UTPA President.	The initial proposal was completed by Fall 2006. The final commitment has been obtained for the endowment. The implementation plan will be developed during 2007-2008.	Plans for the AAMC Director and the Senior Vice-Provost to develop a formalized implementation and utilization plan for Edna Guerra Student Success Center Endowment Fund during AY 2007-08 were made.

UTPA Goal: Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.

Academic Affairs Objective: Promote engagement with existing organizations to address challenges and opportunities.

College/AVP Objective: Collaborate with STC and other post-secondary feeder schools for transitioning transfer students.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Improve collaboration between the STC and UTPA advising departments. (9)	During academic year 2006-2007, the UTPA and STC Advising Staff Will meet for Joint Advisor Meetings.	By May 31, 2007, the UTPA and STC Advising Staff will have met for six joint advisor meetings.	The UTPA and STC advising staff met six times during the 2006-2007 academic year. Information was provided to STC advisors concerning UTPA majors.	Plans to continue the joint advisor meetings during AY 2007-08 with focus on specific action plans for assisting transfer students were made.
	Assess the satisfaction of transfer students with the transfer process.	By May 31, 2007, a satisfaction survey will be designed and administered to transfer students.	AY 2006-07 100% of transfer students were provided evaluations at transfer orientations by the	Plans to require one-to-one advisement for transfer students prior to release of RAC # and registration

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
			Transfer Admissions Office.	were made.
Assist Enrollment and Student Services with evaluation of on-line transfer guides. (10)	The on-line transfer guides and evaluation process will be assessed and recommendations made for implementation.	By May 31, 2007, the current on-line transfer evaluation process will have been assessed and modification recommendations made for AY08.	During UTPA and STC Joint Advisor Meetings the matchbook transfer guide was reviewed and updated. Suggestions were made to add beginning and ending effective dates to on-line course equivalency guide.	Effective dates were added to the on-line course equivalency guide.