The following is the Undergraduate Academic Affairs Council Report to the December 4 Faculty Senate Meeting. Supporting documents have been provided.

I. Approved Council Minutes
   • UAAC Meeting of October 30, 2007

II. Extension of First-Year Seminar Phase One (Informational Item)

   The UAAC approved the continuation of the First-Year Seminar Phase One initiative for an additional two years (fall semesters of 2008 and 2009). Under the Phase One initiative, UW-Superior will offer at least 10 elective first-year seminars each fall. Each seminar will be placed within an appropriate general education category. (Because Phase One involves no change in requirements, but merely approval of individual courses, it does not require Senate action.) The Phase Two proposal, which would institute a first-year seminar requirement, will be presented in the spring of 2009 with an expectation that it would go into effect with the 2010 catalog. Because the Phase Two proposal would institute a new requirement, it will require action at both the Council and Senate level.

III. Undergraduate Academic Advisement Issues (Informational Item)

   In response to a request from the Undergraduate Academic Advisement Committee, the UAAC conducted an in depth discussion of advisement issues, with a focus on new student summer advisement. (Jane Birkholz and Christopher Markwood were present for the meeting.)

   In 2005, Faculty Senate approved the current SOAR model in principle with a charge to the Undergraduate Academic Advisement Committee to work out the details with input from faculty. Under the model approved, all incoming first-year students (including transfer students with 20 or fewer credits) were required to participate in a SOAR session, with reasonable exceptions to be made for those unable to physically be present. (See attached 2005 SOAR Proposal.) Between the summer of 2006 and 2007, however, there was a significant decrease in the percentage of incoming first-year students who participated in the SOAR program and a significant increase in the number who received their summer advisement and registration services outside the context of SOAR. (See attached table)

   The Council adopted a motion to reconfirm the existing policy that participation in the SOAR be an expectation of all incoming first-year students (including transfer students with 20 or fewer credits), with reasonable exceptions to be made. Hopefully, this reconfirmation of policy will contribute to a reversal in the movement toward lower SOAR participation rates.
Other issues discussed included:

- The appropriate number of SOAR sessions.
- Concerns regarding the current compensation system for SOAR advisement.
- The days of the week that SOAR sessions should be scheduled. Administration has asked that all summer SOAR sessions be scheduled on Tuesdays and Thursdays. This was done on the premise that most summer classes are taught on a MWF schedule.

No formal action, however, was taken on these issues.

**Table One**  
**New First-Year Students: Manner of Initial Registration**

(Does Not Include Transfer Students)

<table>
<thead>
<tr>
<th></th>
<th>SOAR</th>
<th>Non-SOAR</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>244 (66%)</td>
<td>127 (34%)</td>
<td>371</td>
</tr>
<tr>
<td>2006</td>
<td>256 (84%)</td>
<td>49 (16%)</td>
<td>305</td>
</tr>
<tr>
<td>2007</td>
<td>228 (62%)</td>
<td>137 (38%)</td>
<td>365</td>
</tr>
</tbody>
</table>
SOAR 2005
Advisement Recommendations for New Incoming Freshmen and
New Incoming Transfers (under 20 credits)

As Recommended by the Undergraduate Academic Advisement Committee
and the Center for Academic and Career Advisement, 2/4/05

The Undergraduate Academic Advisement Committee (UAAC) and the Center for
Academic and Career Advisement (Center) recommend that a new model for advisement
and registration of new incoming students be implemented. Under this model,
advisement and registration of new students will be offered through a series of “SOAR”
(Spring/Summer Orientation, Advisement and Registration) sessions that will be
scheduled throughout the spring and summer. All new incoming freshman and new
incoming transfer students (under 20 credits) will be required to participate in a SOAR
session either in person or virtually. Advisement and registration of all new incoming
students will be coordinated with the SOAR dates. Summer SOAR advisement will be
provided by faculty and staff who have summer appointments, with additional
faculty/staff hired to specifically provide “broad areas” of advisement. By concentrating
the advisement and registration process on a finite number of SOAR dates scheduled
throughout the spring and summer (and by restricting advisement and registration at other
times), UW-Superior can provide a timely and quality advisement and registration
process for incoming new students in a manner that provides efficient use of university
resources and faculty/staff time.

* Executive Summary

1. Jump and SMART Starts will now be referenced as Spring SOAR or
   Summer SOAR (Spring/Summer Orientation, Advisement and Registration).
2. SOAR 2005 session dates are scheduled for April 26, May 5, June 14, June
   16, June 20 and 22, July 20 and August 25.
3. There will be no more walk-in/on demand advisement/registration for new
   incoming freshmen and transfers with less than 20 credits.
4. New incoming freshmen and transfers with less than 20 credits will be
   required to sign up for either a physical SOAR session, or complete the new
   Virtual SOAR option (through D2L), before being provided access to an advisor.
   Only after completion of a SOAR option, and an academic advisement session,
   will the new incoming students be allowed to register.
5. Additional advisors (numbers TBA) will be hired to assist with Summer
   SOAR dates. They will provide broad area advisement for students in declared
   majors, as well as undeclared, thus reducing advisee ratio with advisors.
6. New transfers (over 20 credits) will be encouraged to be advised and
   registered on SOAR dates, when faculty are most available. SOAR times will be
   set for the different advisee populations. The usual practice of students making
   advance appointments for advisement and registration will be maintained
   otherwise.
7. All new freshmen and transfers will be informed that participation in Fall
   Orientation is an expectation for first-time UW Superior students.
**Additional Details for SOAR Model**

* **SOAR**
  1. Students unable to attend a Virtual SOAR (VS) due to lack of internet access, or a physical SOAR, will be given a hardcopy of the VS script and required to complete an open book quiz before being advised. The quiz results may either be mailed in, or handed in, to the Center.
  2. After the August 25th, or last SOAR date, new students will be given the hardcopy of the VS script and informed that s/he is responsible for the content before being sent to see their assigned advisors during the regularly scheduled Welcome Week advisement hours.
  3. Spring SOAR is only available in physical, on-campus option for local students (as piloted last year).

* **Virtual SOAR (VS)**
  1. Virtual SOAR (still under Center construction) will allow students unable to physically attend a campus SOAR program to do so via internet.
  2. D2L (now called Learn @UW) is the tool of choice for the Virtual SOAR. Learn @ UW is supported by the UW System and the UW Superior Help desk. It is web based and password protected.
  3. Virtual SOAR pilot will only be available for the summer 2005 period.
  4. The content of the VS will be similar to the physical program, with the exception that there would be components focusing on different topics, followed by a multiple choice quiz.
  5. Once VS components have been completed, an advisor will be assigned, and an advisement session scheduled via telephone or other mutually agreeable alternative determined by the student and assigned advisor. Upon completion of advisement, the advisor will give the student the PIN # for registration.
  6. Once advisement has been completed, then first-time registration of VS participants will be allowed at the earliest SOAR date opportunity – this would be the earliest registration appointment time.
  7. VS option will not be available to students residing in Wisconsin, MN or the Upper Peninsula of Michigan, until after June 22nd. Every effort will be made to encourage these students to participate in the physical-on campus SOARs.

* **Faculty/Advisors**
  1. All summer faculty appointments are to include advisement responsibilities.
  2. Departments who would like to hire faculty within their own department, who are not already on summer contract, to assist with summer SOAR sessions will be provided an opportunity to submit a request to the Provost for this consideration.
  3. The Center and UAAC will develop the expectations for the broad area advisors, as well as selection criteria to be submitted to the Provost for final approval.
4. It is recommended that compensation for the broad area advisors be a stipend for each summer SOAR day worked, including one day’s worth of compensation for “orientation” and general preparation. Suggested amount to be determined by the Provost. In the event we don’t get enough faculty volunteers to serve in this capacity, then an open invitation to academic staff could be initiated. Last resort would be to hire graduate students, as the intent of the program is to get the students connected to faculty first – whenever possible.

5. Preparation - It is recommended that broad area advisors participate in a spring semester “orientation” facilitated by the Center, and including department chair involvement. This prep time should be factored into the stipend or summer contract conditions.

6. Academic staff that work with undeclareds, will continue this role. The broad area advisors will be faculty, whenever possible. The intent of this program is not to move undeclared advisors to broad areas of advisement, as the need is high for both areas of advisement.

7. Should graduate students be hired to serve as broad area advisors, they would work under faculty/staff supervision to advise in broad areas.

8. Broad area advisors hired specifically to work SOAR dates will be expected to work the entire days, as they may also be needed to remotely advise students unable to physically attend SOAR that day, as well as transfers with more than 20 credits not eligible for SOAR. Times will be established for the different advisement populations.

9. Advisee files would not be made for SOAR sessions – however the students will have their packets with personal information, which should then be shared with the advisors as needed. The regular advisee files will be provided to the assigned advisors, at the earliest date possible.

10. Spring SOAR advisees to be advised by available department advisors. If broad area advisors have been identified by this time, they too will be able to assist.

* Registration

1. New students will be eligible to be registered after advisement has been completed. Only then will they be given a registration appointment time.

2. New students, regardless of credit status, will be allowed first-time registration appointment time only on the date of their reserved SOAR session.

3. Students unable to physically participate in a SOAR session will be provided a registration appointment time spot (once they have completed a Virtual SOAR program, and been advised) to be registered remotely – on the earliest date of a SOAR session.

4. In order to be eligible for a registration appointment time, appropriate ACT English placement scores must be in PeopleSoft for incoming freshmen and transfers (under 20 credits).

5. Before any advisement or registration takes place, transfer students must have their transfer analysis complete, (but not necessarily official, as the analysis should include at least a handwritten list of courses still in progress).
* **Student Advisees**
  1. Both new freshmen and transfers with less than 20 credits may be advised by broad area advisors/grads.
  2. Transfers (with over 20 credits) may be advised on SOAR dates, during the non-SOAR advisement periods, otherwise they will need to pre-arrange a time to meet with the appropriate departmental advisors for advisement and registration.
  3. Transfers (with over 20 credits) would be encouraged to make arrangements to meet with either the broad area advisors, or department advisors, on the established SOAR dates, when faculty would be most available. These meetings may be arranged when SOAR advisement of new freshmen and transfers with less than 20 credits are not in progress.

* **Assessment**
  1. Model should be assessed at the end of the SOAR pilots. Retention comparisons of students who participated in the physical SOAR, VS, or post SOAR date period will be conducted.
  2. A longitudinal study, tracking retention of SOAR participants in the various levels of involvement (physical, virtual, hardcopy) is in the plans.

* **Other Recommendation**
  1. The Center has a full-time director and a part-time advisor (graduate student assist) during the summer, as well as two full-time PA’s. The Center staff is expected to provide academic departmental advisement assistance upon their request, as well as cover all the needs of three university-wide service areas: academic advisement, career services and disability support.
  2. Due to the fact the Center director is the only academic staff member covering the three areas during the summer months, one or more of the specially hired SOAR advisors is needed to provide May 23 through August 29, 2005 coverage for the Center on a day-to-day basis.