Florida A&M University  
School of General Studies  
Undergraduate Experience Second Quarterly Report  
April 23, 2008

**Summary:** (Please summarize the progress made during the current quarter).

The Undergraduate Experience is making progress toward the fulfillment of its objectives for 2007-2008. Since it is a few days before the end of the spring 2008 semester, much of the data cannot be supplied at this time. However, final data will be tabulated in May to determine the performance of this semester’s students.

**Objective status and Comments**

Objective 1: During 2007-2008, thirteen academic advisors sponsored by Title III will provide intrusive academic advisement and other services for seventy (70) percent of the freshmen and sophomores whose initial matriculation date at the University was spring 2005 or later.

Status: Partially complete  The Undergraduate Experience is in the process of replacing one academic advisor. The number of contacts per advisee will be determined at the end of the spring 2008 semester. Academic advisors are currently engaged in academic advisement for the summer and fall semesters. 100%

**Advisor/Advisee Contacts**

<table>
<thead>
<tr>
<th>Month</th>
<th>Academic Advisement</th>
<th>Change of Major</th>
<th>Transient</th>
<th>Add/Drop Withdrawal</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1467</td>
<td>99</td>
<td>9</td>
<td>189</td>
<td>247</td>
<td>2011</td>
</tr>
<tr>
<td>February</td>
<td>448</td>
<td>24</td>
<td>24</td>
<td>53</td>
<td>117</td>
<td>666</td>
</tr>
<tr>
<td>March</td>
<td>1432</td>
<td>94</td>
<td>62</td>
<td>458</td>
<td>144</td>
<td>2190</td>
</tr>
<tr>
<td>Total</td>
<td>3347</td>
<td>217</td>
<td>95</td>
<td>700</td>
<td>508</td>
<td>4867</td>
</tr>
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</table>

1.2 The coordinator of the College Preparatory Monitoring Program provided profiles on all spring semester first-time-in-college, and academic advisors used the profiles to discuss intervention strategies with advisees. 100%

1.3 Academic advisors developed ILPs for all of their spring 2008 first-time-in-college advisees. 100%

1.4 Early Bird Academic Advisement was held in March to determine advisees’ status in their current classes and to assist them with their course selection for summer and fall semesters. 100%
1.5 Mid-term conferences were not very successful this semester because faculty members did not return mid-term progress reports for students who were failing.

Objective 2: Sixty (60) percent of the fall 2005 first-time-in-college cohort will enter the upper division of their major by the end of fall 2007.

The new academic advisement module, along with students’ transcripts, are used to determine the students’ academic progress; therefore, academic advisors do not have to develop the reports. The academic advisement module indicates the students’ progress toward the completion of the General Education Sequence, Gordon Rule courses, major courses, and electives. The CLAST Office provides CLAST Exemptions Forms for students who have exempted one or more parts of the CLAST.

2.1 The change of major Fair was held on February 17. One hundred and thirty-seven students attended to receive career exploration materials from various departments. Thirty-five students changed their majors.

2.2 Information on the CLAST will be furnished in the third quarterly report.

2.3 Academic advisors are completing the task on students’ eligibility for upper division. Statistics will be provided in the third quarterly report.

Objective 3: Sixty-eight (68) percent of freshmen and sophomores whose initial matriculation date was spring 2005 or later will make satisfactory progress as measured by a 2.0 grade point average.

3.2 The coordinator of the College Preparatory Monitoring Program compiled a list of at-risk students and distributed to each academic advisor.

Objective 4: Professional development will be provided for all Undergraduate Experience academic advisors and for selected faculty advisors at the upper division.

100% Completion

Six academic advisors, including the director of the Undergraduate Experience Program, the dean of the School of General Studies, and two upper division faculty advisors attend the 27th Annual Conference on the First year Experience in San Francisco, California. They were Eric Hinson, Willie Graham, Costell Williams, Karen Parker, and Vicky Johnson. The two upper division faculty advisors were Diane Hall from the School of Journalism, communications, and Graphic Arts and Dr. Martha Perryman from Allied Health Sciences.

Five academic advisors, including the Undergraduate Experience director and two upper division faculty advisors attended the National Academic Advisement Association’s regional meeting in Mobile, Alabama. They were Misty Trunnell, Ann Jones, Eugene Matthews, Johnny McCaskill, and Dr. Lisa Lang. The two upper division faculty advisors were Dr. Brenda Jarman and dr. Veronica Yon.
Conference attendees submitted written conference reports to the Title III Office and presented summaries of the conference sessions to the Undergraduate Experience academic advisors and others. The debriefing sessions were very beneficial.

Objective 5: During the year 2007-2008, eighty-two (82) percent of fall 2007 and spring 2008 first-time in-college students will be retained for three (3) consecutive semesters.

5.1 The common course syllabus for SLS 1101: College Orientation was revised and discussions on effective instructional strategies were discussed.

5.2 The Undergraduate Experience sponsored student success seminars as a vehicle for enhancing academic progression and retention.

5.3 Academic advisors contacted students who were enrolled during the fall 2007 semester but did not return for the spring 2008 semester to determine their reasons for not returning.

Collaboration
The Undergraduate Experience collaborates with all schools, colleges, and institutes at the University. The College of Arts and Sciences provides as many general education sequence courses as it can afford to do. All deans support the Undergraduate Experience program and respond to most requests for assistance in a timely manner. Representatives from all areas attend to Change-of-major Fair to network with students who anticipate changing their majors.

Personnel
Name, position, resume' on file
Objective 1: To provide intrusive academic advisement for freshman and sophomore students in all schools, colleges, and institutes, except pharmacy, whose initial matriculation date to the University was spring 2005 or later.

Academic advisors will hold at least three academic advisement sessions with 80% of assigned advisees each semester.

The academic year ended on May 3. Since most students who attend summer school attend for only six weeks, this activity cannot be achieved during the summer. Instead, academic advisors devote their time to closing out academic year activities and to providing academic advisement for students to register for summer and fall semester classes. The following is a breakdown of the academic advisement activities for this quarter.

<table>
<thead>
<tr>
<th>Month</th>
<th>Academic Advisement</th>
<th>Change of Major</th>
<th>Transient</th>
<th>Withdrawal</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>1432</td>
<td>94</td>
<td>173</td>
<td>1</td>
<td>144</td>
<td>1844</td>
</tr>
<tr>
<td>May</td>
<td>496</td>
<td>25</td>
<td>35</td>
<td>12</td>
<td>75</td>
<td>643</td>
</tr>
<tr>
<td>June</td>
<td>262</td>
<td>8</td>
<td>7</td>
<td>22</td>
<td>74</td>
<td>373</td>
</tr>
<tr>
<td>Totals</td>
<td>2190</td>
<td>127</td>
<td>215</td>
<td>35</td>
<td>293</td>
<td>2860</td>
</tr>
</tbody>
</table>

The director of academic advisement will obtain a list of enrolled first-time-in-college student for use in assigning advisees to academic advisors.

This activity was completed. The director of academic advisement obtained lists of all enrolled first-time-in-college students and used them for assigning students to academic advisors. Approximately 300 new students entering the summer and fall semesters have been assigned academic advisors.

Academic Advisors will prepare academic profiles for all first-time-in-college students by academic cohorts to determine specific courses in which the students should enroll.

This objective was completed. The coordinator of the College Preparatory Program prepared academic profiles of all summer and fall first-time-in-college students for academic advisors to use during academic advisement...The profiles
include the student’s name, identification number, major, admission test scores, college placement test scores, and college preparatory program status.

Academic advisors will develop folders with a two year Individual Learning Plan that include the sequential courses in which assigned advisees will enroll.

Academic advisors are completing this task. During the advisement of first-time-college students, academic advisors collect information from students. This information, along with the Individual Learning Plan, is placed in color-coded folders, based upon students' majors, for use future use.

Objective 2: To improve the retention rate of first-time in college students and sophomore students enrolled in the FSYE during the fall 2006, spring 2007 and summer 2007.

The number of fall 2006 students returning during the fall 2007 will determine the success of this objective.

To enhance the academic success of students, the FSYE has sponsored three seminars during this quarter.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Seminar</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25</td>
<td>Meet Your Mentor</td>
<td>46</td>
</tr>
<tr>
<td>July 2</td>
<td>Note Taking Tips</td>
<td>42</td>
</tr>
<tr>
<td>July 11</td>
<td>Test Preparation</td>
<td>34</td>
</tr>
</tbody>
</table>

The FSYE and the School of General Studies sponsor the Freshman Studies Program during the summer. This is a special program that gives students who do not meet the minimum eligibility standards for entering the university an opportunity to come during the summer to prove that they can meet the academic challenges of the university. To increase their chances of meeting the criteria for acceptance to the university, the dean requires each student to receive ten hours of tutoring in the School of General Studies Study Skills Center. Students receive individualized tutoring and mentoring from their assigned FAMU AmeriCorps Alliance mentor.

Sixty per cent of the students in the FSYE program will earn a 2.0 or better cumulative grade point average.

Objective 4: To provide professional development for academic advisors through their attendance to a workshop on academic advisement.
This objective was completed. The following academic advisors attended a professional development conference on academic advisement in Orlando, Florida on June 14, 2007: Carla Adams, Eric Hinson, Vicky Johnson, Darren McFarlane, Eugene Matthews, Ann Jones, Johnny McCaskill, Misty Trunnel, Gloria White, and Costell Williams. Dr. Lisa Lang, the director of the University-wide Academic Advisement Center, accompanied them.