



## Request for 2019-202 Funding Services and Activities Fee Committee

### BUDGET PROPOSAL CONTACT INFORMATION

Department Name: University Academic Advising

Create Date: 10/13/2020

Due Date: 11/13/2020

Submitter Name: Jennifer Wilson

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Department Head Approval:

Department Head: Lorraine Dinnel

Requested Amount: **\$42,763**

## Departmental Information

### SPECIAL ALLOCATION CRITERIA

University Academic Advising's (UAA) Student Advising Mentor (SAM) program has been an indispensable function of the department since its inception in 2013. This biennium UAA became aware that funding for this program was previously subsidized through temporary funding that is no longer available. Although we received some emergency funding from Academic Affairs and the NSEOF, those monies only helped to cover past expenses and the projected remainder of FY20, but are not enough to sustain our Student Advising Mentors into 2021. Without additional SAFC funding, UAA will have to shut down this program immediately and lay off four student employees currently serving in this role.

### STUDENT UTILIZATION

These funds will benefit students by allowing UAA to continue its peer mentoring program. Student Advising Mentors work in partnership with academic advising staff to offer virtual drop-in advising support Monday- Friday, from 9 am - 4 pm. These student leaders contribute to the intellectual and personal growth of students by offering their insights into academic issues and the Husky Experience. Student Advising Mentors foster student development while simultaneously gaining valuable leadership experience. In addition, Student Advising Mentors provide "just-in-time" advising to students, collectively serving the equivalent of a professional advisor's caseload (approximately 350 students). Student Advising Mentors respond to departmental advising calls, emails, and instant messages for UAA, including answering many questions for students broadly, as well as how to access other crucial student success services across campus. Student Advising Mentors conduct workshops for students at New Student Advising & Registration events and offer programming to support students in navigating and utilizing advising technologies such as MyPlan, DARS, Time Schedule, and MyUW. Finally, when we're operating in person, Student Advising Mentors work as front office support for the entire GWP 102 suite, which includes providing reception support for UAA, OUE, OGA, SIAS advisors, campus Completion Coaches, and CSF partners.

### STATEMENT OF ASSURANCES

The funds requested will provide gap funding that will allow UAA to continue to employ the current Student Advising Mentors, as well as provide funding to sustain this program throughout the upcoming academic year. Since the budgeted amount for hourly employees has already been depleted for the current FY and is projected to be 79.5% overspent at the end of the biennium, these funds would be implemented immediately.

### SERVICE BENEFITS TO STUDENTS

Academic advisors serve as a link between students and the University community, referring them to resources both on and off campus, and familiarizing them with supports to help students meet their needs and goals (<http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Academic-advising-and-residence-life-collaboration.aspx>). UAA academic advisors take a holistic, developmental approach to academic advising. The primary methodologies used in UAA's advising practice include Appreciative Advising, Strengths-Based Advising, and Motivational Interviewing techniques. Academic advising is a partnership between student and advisor, and students are encouraged and expected to play an active role and take ownership of their education.

Student Advising Mentors are often the bridge between students and professional advisors, commonly referred to as our "triage" advisors. They receive 55+ hours of training, covering topics including but not limited to Relational Basics, Appreciative Advising, Advising vs. Advice (handoff to advisors), SIS and EARS. In addition to performing the responsibilities outlined in their job description, Student Advising Mentors also serve as consultants to advising staff in order to ensure that UAA services are relevant and responsive to student needs.

The benefits are not mutually exclusive and benefit UWT as a whole. Institutions employing students on campus realize multiple benefits including increased student involvement, engagement, and success. It is an effective way to involve students in campus life and increase their sense of identity with the institution. On-campus jobs provide a supportive environment where students learn to meet the public, understand the value of teamwork, develop time management and computer skills, and build self-esteem.

The significance of the meaningful role that Student Advising Mentors play in student success is evident, even if mostly anecdotal. They are recognized leaders on campus, often stopped by students outside of the office for questions or support. They develop a rapport with the students and guests they serve and are regularly requested by name. Student Advising Mentors are also frequently sought out by Executive Leadership, professors, and other departments to support various projects and events. The biggest impact is that their presence and successful execution of their duties ensure that UAA remains a welcoming, student-centered environment that focuses on delivering consistent, quality services to all UW Tacoma students and guests. Without these crucial members of our team, we would not have been able to successfully transition our programming from in-person to online during the pandemic.

### Staff Budget Requests

| Category                   | Details  | Amount Requested                     |
|----------------------------|--|--------------------------------------|
| Student Staff <sup>3</sup> | 4 students, \$14 per hour, avg 12 hours per week, 52 weeks | E001                                 |
|                            |  | Student Staff Wages: <b>\$34,994</b> |
|                            |  | Fringe @ 22.2%: <b>\$7,769</b>       |
|                            |  | <b>PERSONNEL TOTAL: \$42,763</b>     |

### Other Budget Requests

| Category | Details | Amount Requested               |
|----------|---------|--------------------------------|
|          |         | SUPPLEMENTAL TOTAL: <b>\$0</b> |

|                                 |                 |
|---------------------------------|-----------------|
| PERSONNEL TOTAL:                | <b>\$42,763</b> |
| SUPPLEMENTAL TOTAL:             | <b>\$0</b>      |
| <b>COMPLETE PROPOSAL TOTAL:</b> | <b>\$42,763</b> |

### Supplemental Documents



#### UAA SNAPSHOT

This document provides an annual snapshot of what our department accomplishes on an annual basis, including the impact of our Student Advising Mentors who respond to all of the chat messages.



#### STUDENT ADVISING MENTOR JOB DESCRIPTION

This document outlines the essential duties of our Student Advising Mentors, as well as highlights the high caliber of student employees that we recruit.



## **AUTUMN 2019 QUARTERLY REPORT**

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This document provides a breakdown of UAA advising service utilization over a quarter and demonstrates the comparable advising caseload that Student Advising Mentors support.



## **STUDENT ADVISING MENTOR ANNUAL SNAPSHOT**

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This document provides an annual snapshot of how Student Advising Mentors serve students.