

## BUDGET PROPOSAL CONTACT INFORMATION

Department Name: University Academic Advising

Create Date: 11/09/2022

Due Date: 11/11/2022

Submitter Name: Jennifer Mitchell

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Department Head Approval:

Department Head: Lorraine Dinnel

Requested Amount: **\$9,720**

## Departmental Information

### SPECIAL ALLOCATIONS - CRITERIA

The Student Advising Mentors (SAMs) are partially funded through permanent funding in the UAA budget (\$18,816 in FY23), with the rest (~\$11K) cobbled together through temporary allocations from the EVCAA, salary savings through vacancies of staff, or through annual allocations through SAFC or NSEOF. Academic Success Programs is able to cover a portion of the missing permanent funds (\$11,508) by re-allocating funds from the Office of Digital Learning to UAA. We are requesting an additional \$8000 (plus benefits) in permanent funds to make this high-impact, low-cost program whole. There was a proposal during the original funding request cycle and it was not fully funded. Additionally, with the funding crises we are currently experiencing and the minimum wage being increased starting January, we find ourselves requesting money to make sure the program is fully funded.

### STUDENT UTILIZATION

We are requesting \$8000 (plus benefits) to permanently fund the gap to staff the Student Advising Mentors (SAMs) in University Academic Advising (UAA) to provide the full-range of drop-in hours for pre-major students, the group least likely to persist. As is common on most campuses, pre-major students have the lowest retention rate of any "major" on campus. Supporting pre-majors through Academic Advising is a key strategy to help them to persist through major declaration and beyond. The student to advisor ratio in University Academic Advising (UAA), the professional advisors who support pre-majors students, is by far the highest on campus (366:1 for UAA, average of 155:1 across all majors, ranging from 85 - 229). We have enough funding to keep this program going at a reduced level. For a small amount of additional funding, we can maintain the high level of service that SAMs provide. Student staff work limited hours, so by having a complete team, they can provide a range of hours in aggregate to accommodate our students' diverse schedules. With fewer hours, we will limit the availability of drop-in hours and other "just-in-time" services. In addition, SAMs work with new students at New Student Advising and Registration, the summer pre-orientation event to get new students registered before classes fill. This event is crucial for converting confirmed students into registered students. All of this is especially important as students gather back on campus full time.

### SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

Student Advising Mentors (SAMs) are already on staff in University Academic Advising, with great success. Because of that, their hours could be in place quickly during peak enrollment times and the salaries covered completely. Without the SAMs providing drop-in support to first year and pre-major students, wait times would be in excess of 1-3 weeks for students to connect with advising, especially during peak periods such as registration.

### SERVICE BENEFITS TO STUDENTS

The SAM program will continue to expand its high level of service to pre-major students. For example, in the past academic year, they served 410 students through New Student Advising and Registration events (77.53% of freshmen), and 376 students through LiveChat. SAMs have met students where they are through drop-in advising at SNO, Court 17, VRMC, and CEI, as well as many campus events. As students are on campus much more than during the original proposal, there has been more foot traffic in the office, which we anticipate to continue throughout the school year and into the future. There is a higher need for SAMs to be available on campus, in the office for students to drop in during advertised hours.

## Staff Budget Requests

Category	Details	Amount Requested
Student Staff <sup>3</sup>	Student Advising Mentors will work in close cooperation with academic advisors to provide excellent service to students seeking services from University Academic Advising. SAMs will contribute to the intellectual and personal growth of students by offering their insights into academic issues and the student experience. By honing and developing their personal and professional skills, SAMs simultaneously foster student development while gaining valuable leadership experience. <span style="float: right;">E001</span>	
	Student Staff Wages:	\$8,000
	Fringe @ 21.5%:	\$1,720
<b>PERSONNEL TOTAL:</b>		<b>\$9,720</b>

## Other Budget Requests

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

PERSONNEL TOTAL:	\$9,720
SUPPLEMENTAL TOTAL:	\$0
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$9,720</b>

## Supplemental Documents

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