



Summary  
of  
***Office of Academic Advising Program***  
Southern West Virginia Community and Technical College

Based on the Evaluative Criteria by the  
Council for the Advancement of Standards in Higher Education  
CAS

By:  
Dianna Toler, Director of Student Success  
October 19, 2022



## Academic Advising

### CAS Summary

Dianna Toler

October 19, 2022

#### 1. Self-Study Summary

The Academic Advising program was evaluated by using the criteria established by the Council for the Advancement of Standards (CAS) in Higher Education. The CAS self-study identified documented evidence provided by the academic advising department and reviewed by the academic advising criteria team. The final review team was made up of one faculty member, one staff and one academic advisor. Evidence of current practices was gathered as the questions were reviewed.

This was the first CAS self-assessment to be performed by the Academic Advising Department. The review process was an educational experience for the entire academic advising CAS team. The team was able to learn the standards themselves and apply them to the academic advising processes. The final steps were the completion of the written review of findings.

#### A. Identified Good Practices and Areas of Improvements

##### Good Practices:

- The Academic Advising program has staff members who are highly qualified, effective, and provide professional leadership to accomplish student success.
- Technology for advising is at the forefront. The advising process is made accessible to students virtually via SSConnect. Students and/or prospective students can receive academic advising anywhere they have access to the internet by using their phone, computer, or other device.
- The Academic Advising program has a successful team that serves the needs of individuals, diverse and special populations, and relevant constituencies. Other examples include advisors' encouragement, identifications of educational alternatives. Advisors teach students how to make good career choices by assisting students in career assessment and career development with additional examination of educational goal setting, decision making and developing short and long-term plans to meet individual objectives.
- The Academic Advising program's leadership set goals and objectives. The administration empowers professional staff to accept leadership opportunities.



#### Areas of Improvements

- Mission: A mission statement will be developed and implemented to specifically address the elements of academic advising practices.
- The mission statement needs to be aligned with the academic advising program and services.
- Academic Advising program has made good strides in cocurricular assessment however improvements will continue to be made by streamlining the processes and data reporting.

#### **2. Priorities for Academic Advising**

- A. Develop and define its mission
- B. Implement, disseminate, regularly review, and updates its mission statement
- C. Provide relevant information, services, and resources consistent with its mission and goals.
- D. Continue to develop and implement best practices for cocurricular assessment in academic advising.