



Sam Houston State University

Office of Institutional Effectiveness
ADMINISTRATIVE PROGRAM REVIEW

ACTION PLAN for Administrative Unit: SAM Center-Advising

Date September 20, 2016

Objective	Action Required	Timeline	Progress
Summarize objectives – each should be specific, measurable, achievable and realistic.	List specific action to be taken to meet the corresponding objective. Include personnel, funding, and other resources required to implement action item.	Identify how long this action will take to implement and approximately how long it will continue in order to meet objectives.	Report on progress at least annually.
Identify ways to facilitate increased enrollment with current facilities	Identify ways to increase offices for advisors during peak times, such as early registration, Saturdays @ Sam, and probation advising.	Continuous over the next five years	
Increase departmental staffing to accommodate growth in student population	Identify resources to allow for growth of the number of advisors	Continuous over the next five years	

Increase communication with stakeholders	Increase social media presence and consider implementation of monthly meetings with Financial Aid and the Office of the Registrar	Social media campaign has begun and will be continuous, meetings to be implemented over the next year	
Reorganize online advising to accommodate increased online student base	Realign online advising to be done by one or two staff members who solely focus on online advising	Begin immediately	
Reorganize advising to have advisors who are specialist in the various departments within a particular college	Research the best method to begin to reorganize how advisors advise.	Continuous over the next five years	
Update assessment methods to include qualitative data	Modify current feedback collection tools	Begin immediately	