

IME Recommendations for Guidelines

Academic Progress Portal - Faculty Advisor Note Documentation 2009-2010

Goal

To have the COMP Faculty utilize the Faculty Advisor Note section of the Academic Progress Portal in a standardized manner that will assist with communication involving support for student performance as well as ensuring that the Student Performance Committee will have all relevant information for deliberation should a student get referred. In general, this information includes meetings with their advisees related to an advisee's academic progress/difficulties and/or concerns regarding professionalism.

Necessary Safeguards

In order to be optimally effective, and guard against misuse of this tool, a documentation process should be formalized and have several built-in safety provisions, including safeguards against the following possibilities:

- The over-documentation of information to include notes which are irrelevant to student performance or the SPC's deliberations, as this may create excessive information in the portal, over-tax the faculty advisors with work, and create a culture of fear and mistrust
- The documentation of accusations, conflicts and/or personality differences between students and students, students and faculty, and/or students and administrators that should not be placed in the Academic Progress Portal and need to be addressed in an alternative forum
- Personal and sensitive information for which the student was seeking private consultation, the documentation of which would serve to damage trust in their advisors and create apprehension about seeking help in the future
- The tendency to make inaccurate or inappropriate judgments about a faculty advisor's skills or a student's psychological status based on these notes
- The potential for inconsistent note-taking leading to an inconsistent performance picture for the SPC, as (1) Faculty members may have different note-taking styles levels of ability/skill or (2) a student may seek the assistance of another faculty member or administrator who does not have access to his/her record while not seeking the assistance of his/her formal advisor
- A potential lack of over-sight leaving information in the portal that should not be there which may also have legal implications

Recommended Format

The IME recommends a concise or forced-choice format to standardize the process and make it user-friendly. Space for additional comments should be made available for the elaboration of relevant information.

Faculty Advisor Notes: EXAMPLE

Date/Time of Visit: *xx/xx/09*

Members Present: *Names of everyone present*

Visit Initiated by: *List name of party who initiated visit (Student? Advisor?)*

Reason for Visit: Personal or other: Y/N
i.e., student came in to discuss personal matter.

Academic/Performance Related? Y/N
If yes, explain: *i.e., student came in to discuss failed test*

Demeanor appropriate to topic: Y/N

If no, explain: *i.e., the student appeared to show little concern over 2 failed exams.*

Example of appropriate demeanor: *student showed concern about failed grades.*

Concern regarding Professional Conduct: Y/N
If yes, explain: *should be followed up with appropriate parties.*

Advisor Recommendations to Student:
(Please List)
i.e., recommended visit to Gisele Tackoor and the LEAD Office.

Advisor Follow-up Actions:
i.e., meet with Assistant Dean for Student Affairs; see advisor again in 2 weeks.

Note: If a student seeks assistance related to SPC deliberations from a Faculty or Administrator who is not the student's formal advisor (and therefore who does not have access to the student's specific APP record), that individual should fill out the form with the information above indicating that s/he met with the student and forward it to the student's formal academic advisor and/or the Assistant Dean for COMP Student Affairs for posting. For issues of serious concern faculty advisors should contact the Assistant Dean for Student Affairs.

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