

WILLIAM & MARY

OFFICE OF UNDERGRADUATE
ACADEMIC AFFAIRS

Annual Report
2021-22 Academic Year
June 2021-June 2022

Office Overview

During the start of the fall 2020 semester, the Office of Academic Advising (OAA) was a five-person office that consisted of a faculty director, three academic advisors, and an administrative coordinator. In mid-October of 2020 the creation of the Office of Undergraduate Academic Affairs (OUAA) was announced by the Dean of Arts & Sciences, with a goal of offering comprehensive support for students across the spectrum of advising from matriculation to post-graduate fellowships. This new office included the work previously administered in the Office of Academic Advising, along with the national fellowship work previously housed in the Charles Center. The creation of a new office also resulted in two new positions being added to the office, the Senior Director for the Office of Undergraduate Academic Affairs & part-time Administrative Coordinator for Fellowships.

Mission

The Office of Undergraduate Academic Affairs (OUAA) supports students' academic accomplishments across the undergraduate experience from matriculation to post-graduation fellowships. Functionally, the OUAA houses the university's professional academic advisors, who work with students across the academic spectrum: preparing accomplished undergraduates to apply for prestigious scholarships and fellowships and helping struggling students overcome obstacles they are facing. In addition, the OUAA serves as a resource for faculty serving as pre-major advisors.

Team Members (with notes regarding personnel changes)

Faculty Director – Thomas Linneman (ended term on June 30th, 2022)

Senior Director – Lindsey Love (began her position in Oct. 2021)

Associate Director – Dane Pascoe (began 02/10/22, transferred to another office 05/20/22)

Senior Academic Advisor – Gail Williams (title changed on 05/06/22)

Academic Advisor – Carmen Crowell (resigned on Feb. 1, 2022)

Academic Advisor – Dane Pascoe (promoted to academic advisor Feb. 10, 2022)

Fellowship Academic Advisor – Michael Clay (new position added May 25, 2022)

Administrative Coordinator – Beth Rothenberger

Fellowship Administrative Coordinator PT – Christine Azznara (began in Oct. 2021, transferred to another office on 03/10/22)

Highlights of the 2021-22 Year

COVID-19

The office maintained full advising support to students remotely during the fall, 2021 semester. Starting in January 2022 the office returned to providing student support primarily in person (but at the discretion of the student to meet remotely or through phone). Petitions continued to be processed completely online and Committee on Degree meetings were held via Zoom.

Office Move

In order to accommodate additional staff and to move toward the long-term goal of having all OUAA staff in one location, the OUAA moved from SWEM to Tucker Hall in January 2022.

OUAA Key Responsibilities

OUAA work currently covers four primary areas: incoming student support & programming; current student support & programming; advisor training & support; and work in administrative programs. Details about key work in these areas is provided below.

Incoming Student Support & Programming

A. Support for Incoming Students

From the time an incoming undergraduate freshman or transfer student is admitted to William & Mary and on through to their graduation, the OUAA supports students' academic success. Before incoming students arrive on campus, the OUAA works collaboratively with the Office of Student Transition Engagement Programs (STEP) to gather data about students and with the Arts & Sciences Dean's Office to gather information about departmental advising availability. We use that information to match incoming students to a pre-major advisor (pre-major advisors are instructional faculty). During the fall of 2021, we matched approximately 1893 incoming new students (including first year and transfer) and facilitated their first meetings with their pre-major advisors. (It is important to note that there was an unanticipated large class of new students this year, with approximately 300 more first-year students than in previous years.) During the spring of 2022, we matched approximately 239 incoming new students (including first year and transfer) and facilitated their first meetings with their pre-major advisors.

B. Peer Advisors and College Studies

The OUAA also includes the Peer Advisor (PA) Program. During the summer, Peer Advisors serve as guides and mentors for new first-year and transfer students. They also help to administer the summer College Studies (online short course designed to introduce incoming students to academic life) course. During the academic year, Peer Advisors are available to meet with current undergraduate students. The Peer Advisors are a group of student volunteers, led by the Senior Academic Advisor. This is a year-round role, which includes training and student development, working collaboratively with the executive board, and recruiting. In 2021-22, there were 104 PAs.

C. Orientation Activities

During the fall (and spring) student orientation, the OUAA team leads various orientation presentations to incoming students and family. The OUAA is also on standby to serve students who may need additional academic advising support.

Current Student Support & Programming

A. Student Appointments

Throughout the year, OUAA advisors are available to assist new and continuing students in their academic planning. During the fall semester, all appointments were held virtually, either through Zoom or phone. In the spring semester, the OUAA began offering appointment based on student preference (in-person, Zoom, or phone), with student's primary preference slowly returning to in-person throughout the spring semester. The office is currently transitioning from collecting student

appointment data in Qualtrics to the Bookings platform (which was on pause with virtual appointments), so detailed appointment information is not available for this year.

B. Interventions to Support Current Students

The OUAA initiates and supports various initiatives designed to encourage student retention and academic success. OUAA staff support the mid-term grading process as initiated through the A&S Dean's Office by providing targeted reminders to faculty and distributing outcome reminders to advisors. The OUAA also looks at key student indicators for success toward meeting graduation requirements and provides reminders to students or implements relevant programming to address any pressing needs.

C. Transfer Student Support

The OUAA provides additional support to transfer students through providing information sessions and workshops to co-enrolled and transfer students. In addition, OUAA administrators serve on Team Transfer, a university-wide committee focused on coordinating efforts for transfer student services.

D. Support for Students Applying to National Fellowships

The OUAA provides individual advising appointments to students interested in or applying to national fellowships. In addition, the OUAA runs multiple information sessions and workshops about national fellowships throughout the year.

Advisor Training & Support

A. Faculty Advisor Training & Support

During the late summer, the faculty director planned and developed a training session hosted for the pre-major advisors. In 2021-22 the faculty director led one webinar training session prior to the start of the fall semester. In addition, the faculty director ran a second webinar training in January before the start of the spring semester for pre-major advisors matching with new incoming students. Throughout the year, the OUAA notifies pre-major faculty advisors of timely information related to their advising roles and answers their advising related questions.

B. Faculty Advisor of the Year

The Monica Potkay Advisor of the Year Award is based on data collected from the faculty advisor of the year survey. The survey goes out to students in the spring semester and is awarded to the advisor at the following fall semester advisor workshop. The 2021 recipient of this award was Dawn Edmiston of the Mason School of Business. Monica serves as Clinical Professor of Marketing in the Mason School.

C. Professional Advisor Training and Development

The OUAA regularly seeks training and development opportunities to maintain current advising and academic information. However, to adapt to temporary budget reductions, most of the staff in the OUAA did attend any in-person professional development opportunities in this academic year. Several staff elected to order books and attend online courses to meet their professional

development needs. The fellowship staff attended multiple online training sessions offered through the National Association of Fellowship Advisors.

OUAA Work in Administrative Programs

A. Processing Petitions and Forms

The OUAA serves the administrative function of processing Committee on Degree petitions as well as forms managed by the Assistant Dean. Support for these processes is provided by the OUAA Administrative Coordinator. This year the OUAA processed 400 forms (including COD and other forms managed by the office). Data provided by the COD is included as an addendum to this report.

B. College Studies Course Administration

This collaborative effort is funded through the Center for the Liberal Arts, managed by the Director for the Writing Resources Center, supported by the Coordinator of Instruction & Assessment in SWEM, and updated and delivered by the OUAA. There are three versions of the course, one for first-year students, one for transfer students, and one for Joint Degree Programme students.

C. The Undergraduate Research Committee (URC)

This committee is shared between the OUAA and the Charles Center for Academic Excellence. Members of the URC participate in the campus endorsement process for national fellowships. Members in approximately ten sub-committees work with OUAA staff and the URC chair to review student applications; complete campus interviews; give feedback to applications and provide mock interviews to finalists.

Conclusion

With the transition back to in-person services and the expansion of the office and its services, 2021-22 was a year full of changes for the OUAA. However, the office continued to provide key services to students and faculty through various staffing changes and an office move. The 2022-23 academic year will bring about additional changes and growth as the OUAA plans to finish filling all staffing positions and settle into their permanent home in Blow Hall.



William & Mary Arts & Sciences

COMMITTEE ON DEGREES

September 13, 2022

Greetings,

For the academic year 2021-2022, the following served on the Committee on Degrees: S. Lorenzo (Chair), B. Cooke, E. Han, R. Root. and K. Wheatley. Petitions fall into two categories: 1) course substitution and 2) policy waivers.

For category 1, the committee received 89 petitions. For category 2, the committee received 110 petitions. Of all petitions received, 49 went to committee for review, where 38 were approved and 11 were denied.

Best Regards,

Shelly N. Lorenzo
Assistant Dean for Undergraduate Education