



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Office of the Vice President
for Academic Affairs

November 3, 1982

MEMORANDUM TO: Members, Retention Task Force

FROM: Faye Robinson
Chair

Faye Robinson

SUBJECT: Ideas for Action

STUDENT AFFAIRS

OAR:

1. Have tables during all OAR days where students can find out about clubs, committees, etc., and can sign up for such involvement.
2. Incorporate into OAR a mandatory meeting with student leaders, who will discuss campus activities.
3. Provide each student with an advising folder and/or a copy of the advisors' manual, which contains pertinent information on academic support services, etc.
4. Establish a big brother/sister program to assist any freshman who wants to participate.

SCHOLASTIC DEVELOPMENT AREA:

1. Require all freshmen to take a type of interest and career test at the beginning of their first semester--or at least increase the publicity concerning the availability of these tests in the Counseling Center.
2. Hold more extensive exit interviews.
3. Have freshmen, especially the undeclared, attend a career orientation session in the CAPS Center.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES:

1. Increase the promotion of weekend sporting events, weekend contests and other weekend activities to increase the number of students who remain on campus for weekends.
2. Ask student organizations to concentrate on freshmen.
3. Do more to encourage students to stay on campus week-ends--enjoy more social activities.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES: (Continued)

4. Develop home-town (or home area) peer groups led by outstanding upperclassmen.

RECRUITMENT:

1. Increase efforts to recruit good students from the local area.

HOUSING:

1. Have a freshman dorm for girls and a freshman dorm for guys so the scheduling and promotion of activities geared to making freshmen feel welcome and helping them meet others would be simplified.
2. Increase the attention given to freshman in the dorms--holding welcoming parties, freshman-only parties, etc., as well as increasing the individual attention given by dorm personnel.
3. Hold "How to Study" workshops in the dorms.
4. Have RA's help identify the potential drop-out.

FRESHMAN NEWSLETTER

1. Publish the Hilltopics twice during the first and second months of the semester, providing information about activities in which they could participate as well as about services and about campus life in general.

ACADEMIC AFFAIRS

STUDENT ADVISING:

1. Identify good advisors and offer some type of rewards for professors who do a good job in advising and for those who demonstrate much involvement in campus/student activities.
2. Increase the training time given to advisors in the area of advisor skills, use of ACT profile, and appropriate course loads for students with varying levels of ability.
3. Allot more time for the freshmen to spend with his/her advisor.
4. Encourage advisors to make follow-up calls 1½ to 2 weeks after the initial advisement session.
5. Make advisement mandatory--e.g., forward registration packets to the advisor so the student and advisor must make contact.

6. Hold "work sessions" for faculty advisors to promote faculty-student interaction other than at class-scheduling times.
7. Provide load reduction for advisors.
8. Provide advisors with an "educational packet" explaining regulations, requirements for students, etc.
9. Evaluate advisement.
10. Assign undecided students to faculty in an equal manner.
11. Hold advisor-student social activities.
12. Have advisors participate in a one-week orientation for new freshmen.
13. Have advisor send each admitted student and his/her parents a letter which includes phone number and invitation to call and ask questions.
14. Each department have a coordinator of advisors who sees, e.g., that training and evaluation are done.
15. Institute an "advising day" (no classes) and require freshmen to meet with their advisors on that day.
16. Require freshmen to see their advisors two or three times a semester..
17. Develop a peer advising program (departments with many "majors" (students majoring in their programs)).

INSTRUCTION

1. Provide more opportunities for and promote student involvement in research, which Astin reports as strongly affecting achievement, grades, and persistence.
2. Publicize more widely the writing lab and study skills course.
3. Require earlier completion of general education requirements (esp. English comp.)
4. Make sure the special needs of students are met.
5. Smaller class size for freshmen classes.
6. Extend library hours on the week-end; open those libraries which are now closed on weekends.

INSTRUCTION (Continued)

7. Open night study halls.
8. Schedule a "grace" period for finals.
9. Reexamine General Education requirements.

GENERAL

1. Ask President to publicize retention effort in his newsletter.
2. Do more "reaching out" to students who are poor class attenders and/or who receive deficiency reports.
3. Issue deficiency reports before the last day to drop a course with a "W."
4. Each semester get deficiency reports out to advisors several days before advance registration begins.
5. Work toward each division of the University adopting retention as a goal.
6. Establish an "Information Center" where students or parents can get swift, accurate answers to questions or action to handle problems.
7. Change our attitude toward average and borderline students.
8. Increase support for existing programs addressing issue of retention.
9. Appoint a retention coordinator.

FINANCIAL AID:

1. Use work-study aid as much as possible.