User Guide:

MAP Advising Data Collection

Introduction to MAP Advising Data Collection

<u>Background</u>

As a result of recommendations from a MAP Advising Working Group that was formed at the direction of the Illinois General Assembly and a subsequent MAP Task Force, ISAC's MAP rules were amended to require that MAP-approved institutions submit retention, completion and graduation data, as well as advising and support program information for MAP recipients* to ISAC on an annual basis. This requirement went into effect July 1, 2015.

<u>Benefits</u>

The advising and support program information submitted via GAP Access was compiled and used to build a filterable repository of information about programs, that is updated annually, that may be useful in enhancing the advising and support programs at MAP-approved institutions. This data, along with completion, retention, and graduation rate data, is also being used to communicate the positive outcomes of MAP to the Illinois legislature. Using GAP Access to report the required information provides a streamlined and standardized process for submitting the data to ISAC. Please use this guide to assist you as you complete the annual process.

* ISAC Administrative Rules require the submission of advising data for MAP recipients. However, this requirement does not preclude schools from submitting data for all students (MAP recipients and non-MAP recipients) at the school if desired. In any case, for the purposes of comparing results, it is best if a consistent reporting approach is taken from one year to the next.

MAP Advising Data Collection

MAP Advising and Support Program data is provided to the Illinois Student Assistance Commission using ISAC's Gift Assistance Programs (GAP) portal – GAP Access -- at https://isacportal.isac.org. After successfully logging in to GAP Access, users who have been given the appropriate level of access (by their school's primary administrator) will be able to navigate to the data collection screens by selecting the School tab and then the **MAP Advising Data** tab.

Please note that the system will time out after a prolonged period of inactivity.

MAP Advising Screen

The top portion of the **MAP Advising Data** screen lists three general questions that default to "unselected" and are mandatory to be completed before MAP Advising data can be certified.

School: MAP Advising Data Collection

School Demographics   School Budget   **MAP Advising Data**

ISAC is required to ensure that schools are fulfilling their obligations with regard to providing advising to their students.

Please answer all questions and/or provide information based on the most recent academic year, 2021-22, unless otherwise instructed to so do. Note that the data requested in the MAP Recipient Course Completion Data form must reflect the 2020-21 academic year.

Please answer the following three questions:

1. Does your school make academic advising available for all students?
   - ○ Yes
   - ○ No
2. Does your school require mandatory advising for first-year students?
   - ○ Yes
   - ○ No
3. Does your school require mandatory advising for students who are part of an at-risk population identified at your school?
   - ○ Yes
   - ○ No

The print icon will allow you to print copies of the data to review offline in preparation for the online submission process.

Please supply data for the following forms:

Freshman/First-Year Academic Advising Activities   General Academic Advising Activities   Support Programs Offered   MAP Recipient Course Completion Data

The data collection screens are organized into four sections and identified by the tabs that follow the introductory questions:

- o **Freshman/First-Year Academic Advising Activities**
- o **General Academic Advising Activities**
- o **Support Programs Offered**
- o **MAP Recipient Course Completion Data**

The sections that collect data on MAP advising and support programs will be pre-populated with the information that your school provided to ISAC in the previous year's data collection process.

To complete the data submission process for each category:
- Review the pre-populated data for accuracy and make any necessary updates.
- Add/update applicable contact information.

Once you've completed the review of a section, made any necessary updates and section is saved, navigate to the next section by clicking on the appropriate tab.

After data has been reviewed/updated/entered/saved <u>for all applicable sections</u>, click on the "**Certify MAP Advising Data**" button to complete the process.

Do not click the "Certify MAP Advising Data" box until entry for all sections are saved and complete and you are ready to submit the information to ISAC.

Freshman/First-Year Academic Advising Activities

The **Freshman/First-Year Academic Advising Activities** section will be pre-populated with data provided to ISAC in the previous year's data collection process.

To complete the annual submission process, review the data provided and update and save the information, as appropriate, keeping in mind that this data applies only to programs for students in their freshman/first-year.

Following are examples of the survey questions for the **Freshman/First-year Academic Advising Activities** section.

The first question asks how the academic advising activities are delivered to students, asking for the percentage level of each format. The total should be 100%.

Please supply data for the following forms:

Freshman/First-Year Academic Advising Activities General Academic Advising Activities Support Programs Offered MAP Recipient Course Completion Data

Please provide information regarding your freshman/first-year academic advising activities. Your freshman/first-year advising activities may consist of several programs. Please consider the whole of your freshman/first-year academic advising efforts as a single program.

With regard to freshman/first-year academic advising in particular, how is this service delivered to the students?

Service	Avg % of an individual student's time spent
One-on-One	50 %
Group presentation	15 %
Online	5 %
Social media	0 %
Cell phone app	0 %
Email	25 %
Printed materials	5 %
Total:	100%

Freshman/First-Year Academic Advising

The second question asks about who the student interacts with on campus; the total should be 100%.

The third question asks for the range of time spent in the freshman/first-year advising activity.

With regard freshman/first-year academic advising in particular, who do student advisees interact with for this program?

Service	Avg % of an individual student's time spent
Teaching staff/Professor	5 %
Academic advisor	95 %
Professional counseling staff	%
Financial aid staff	%
Peer/near peer	%
Total:	100%

With regard to freshman/first-year academic advising in particular, about how much time in total, on average, is spent in an academic year by an individual student participating in this activity?

- ○ Less than 30 minutes
- ○ 30 minutes to 2 hours
- ○ Between 2 and 10 hours
- ● Between 10 and 40 hours
- ○ Between 40 and 100 hours
- ○ More than 100 hours

The last question in this section asks about the frequency of freshman/first-year academic advising activities and is followed by data fields in which you should provide current contact information regarding the program, including name, phone number and email address.
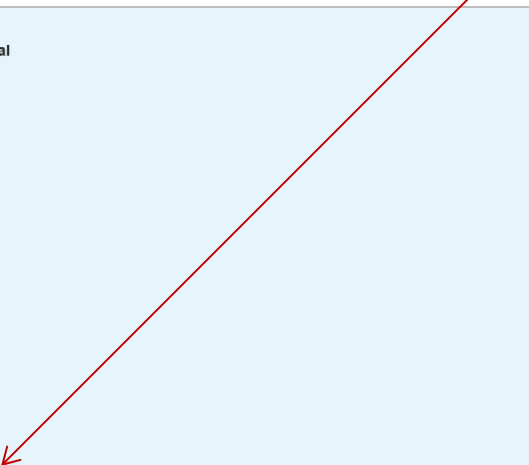
With regard to freshman/first-year academic advising in particular, about how often in an academic year, on average, would an individual student participate in this activity?

- ○ Every day
- ○ A couple of times or more a week
- ○ Once a week
- ● A couple of times a month
- ○ Once a month
- ○ Once a term/quarter/semester
- ○ Once a year
- ○ Once

Freshman/first-year academic advising activities contact name:

Freshman/first-year academic advising activities contact phone:

Freshman/first-year academic advising activities contact email:

General Academic Advising Activities

Navigate to the **General Academic Advising Activities** information by clicking on the tab. To complete this section, review the pre-populated data that was provided by your school in the previous year's data collection process and edit/update, as needed.

The information in this section pertains to all of the general academic advising activities at your institution. The first question asks about the delivery mechanism and the second asks about with whom the student interacts. The totals for each section should be 100%.

Please supply data for the following forms:

Freshman/First-Year Academic Advising Activities | **General Academic Advising Activities** | Support Programs Offered | MAP Recipient Course Completion Data

Please provide information regarding your general academic advising activities. Your academic advising activities may consist of several programs. Please consider the whole of your general academic advising efforts as a single program.

With regard to general academic advising, how is this service delivered to the students?

Service	Avg % of an individual student's time spent
One-on-One	60 %
Group presentation	10 %
Online	10 %
Social media	0 %
Cell phone app	0 %
Email	15 %
Printed materials	5 %
Other (please identify)	%
Total:	100%

With regard to general academic advising, who do student advisees interact with for this program?

Service	Avg % of an individual student's time spent
Teaching staff/Professor	65 %
Academic advisor	30 %
Professional counseling staff	0 %
Financial aid staff	0 %
Peer/near peer	5 %
Other (please identify)	%
Total:	100%

General Academic Advising Activities

The next question asks for a range of how much time, on average, a student spends in general academic advising activities in an academic year.

> **With regard to general academic advising, about how much time in total, on average, is spent in an academic year by an individual student participating in this activity?**
>
> ○ Less than 30 minutes
>
> ○ 30 minutes to 2 hours
>
> ⦿ Between 2 and 10 hours
>
> ○ Between 10 and 40 hours
>
> ○ Between 40 and 100 hours
>
> ○ More than 100 hours

The last question in this section asks about the frequency of general academic advising activities and is followed by data fields in which you should provide current contact information regarding your school's general academic advising activities, including name, phone number and email address.

> **With regard to general academic advising, about how often in an academic year, on average, would an individual student participate in this activity?**
>
> ○ Every day
>
> ○ A couple of times or more a week
>
> ○ Once a week
>
> ○ A couple of times a month
>
> ○ Once a month
>
> ⦿ Once a term/quarter/semester
>
> ○ Once a year
>
> ○ Once
>
> General academic advising activities contact name:
>
> General academic advising activities contact phone:
>
> General academic advising activities contact email:
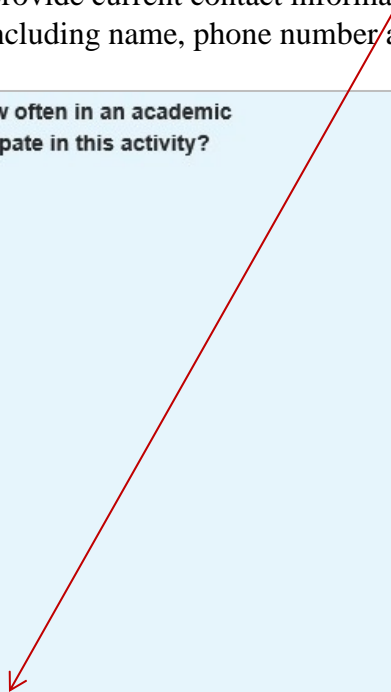
Support Programs Offered

Navigate to the **Support Programs Offered** section by clicking on the section's tab.

Review the pre-populated data that is provided from the previous year's data collection process for each of the programs for which data was provided and update as needed. To view the list of programs for which data was provided by your institution, click on the drop-down arrow in the **Program Name** field. Select the program name to access the data that has been provided for that specific program.

Freshman/First-Year Academic Advising Activities   General Academic Advising Activities   **Support Programs Offered**   MAP Recipient Course Completion Data

Program: Academic Success Plan Program
Please provide information on other support programs targeted at student retention and completion about which you wish to report. Please remember that the purpose of collecting this information is to share data with other schools about successful programs that can increase student success.

Program Name

Academic Success Plan Program ▾

Create Program Name

[   ]   Add

Program type
check all that apply:

☑ Non-academic/life issue advising
☑ Degree mapping/Path to a Degree
☐ Completion
☑ Tutoring
    ☑ Math
    ☑ English/Writing
    ☑ Study Skills
    ☐ Other
☑ Mentoring
☐ Transition/Orientation
☐ Student/Faculty Interaction
☐ Learning community
☐ Scholarship
☑ Tracking/Early Warning
☐ Other (please describe) [   ]

Certify MAP Advising Data

Narrative description of the program

The Academic Success Plan program is for incoming freshmen students who are admitted under academic restrictions. In the first year of this program, there were 36 students who qualified. Students work with their academic advisor throughout the first semester to create an individualized plan to help the student succeed in the transition from high school to college. The Academic Success Plan is completed in four to five individual meetings with the academic advisor, exploring academic strengths and areas for improvement, goal setting, and resources on campus among other things.

Be sure to review the data for each program listed in this section to ensure that the information is still relevant and accurate and update as needed.

Program Name

GPA 911
Preview Orientation Program
Project Success
Success 101
Transfer Day Program
TRIO/Student Support Servies

Support Programs Offered

The questions for each advising/support program collect data about:

- The number of students served by the program and whether they participate on a mandatory or voluntary basis
- The delivery mechanism
- Who interacts with the students
- How much total time is spent in the program, on average, in an academic year
- The frequency of a student's participation during an academic year.

Students served by this program

Report the total number of students served under this program and then the counts of participants by non-exclusive groups. Please indicate whether participation in this program on a mandatory or voluntary basis for each reported group. A program might, for example, serve 30 total students, 10 on a mandatory basis and 20 on a volunteer basis. 20 of the 30 total students might be low-income (participating either mandatorily or voluntarily) and 20 of the 30 total students might be incoming freshmen (again participating either mandatorily or voluntarily).

Targeted Student Group	Number Served	Mandatory Basis	Number Served	Voluntary Basis
All students		☐		☐
Incoming freshmen		☐		☐
New students		☐		☐
Upperclassmen		☐		☐
Low-income students		☐		☐
First generation students		☐		☐
Specific racial or ethnic group		☐		☐
Students with disabilities		☐		☐
Academically underprepared students		☐		☐
International students		☐		☐
ESL students		☐		☐
Veterans		☐		☐
Students in Teacher Preparation Programs		☐		☐
Other (please identify)		☐		☐

Delivery Mechanism (include all that apply)	Avg % of an individual student's time spent
One-on-One	100 %
Group presentation	%
Online	%
Social media	%
Cell phone app	%
Email	%
Printed materials	%
Other (please specify)	%
Total:	100%

Support Programs Offered

Who Students Interaction With (include all that apply)	Avg % of an individual student's time spent
Teaching staff/Professor	___ %
Academic advisor	100 %
Professional counseling staff	___ %
Financial aid staff	___ %
Peer/near peer	___ %
Other (please specify) ___	___ %
Total:	100%

On average, about how much time in total is spent in an academic year by an individual student participating in this program?

- ○ Less than 30 minutes
- ○ 30 minutes to 2 hours
- ○ Between 2 and 10 hours
- ● Between 10 and 40 hours
- ○ Between 40 and 100 hours
- ○ More than 100 hours

On average, about how often in an academic year would an individual student participate in this program?

- ○ Everyday
- ○ A couple of times or more a week
- ● Once a week
- ○ A couple of times a month
- ○ Once a month
- ○ Once a term/quarter/semester
- ○ Once a year
- ○ Once

Support Programs Offered

Information provided about the support programs offered should also include:
- The year when the program started
- Estimated cost of the program
- Number of staff hours spent on the program
- A narrative of program results
- Program contact information.

What academic year did this program start? (e.g. 2014-15)

2016-17

What is the estimated annual academic year cost for this program? Please focus on identifiable direct costs including estimated staff salaries and benefits, food, supplies, and contractual. This is intended to give other schools an idea of the expenses that might be needed to replicate this program.

$ 125000

What is the estimated number of weekly staff hours on average required for this program?

520

Program Results

Please provide a narrative description of how the effectiveness of this program is monitored and/or tracked and whether you have found this program to be generally effective.

The Academic Success Plan increased student communication with advisors; students contacted their advisors via email, phone, and in person four times as often as students not in the Academic Success Plan program. These students were more comfortable discussing personal issues that were affecting their academics. Of the 36 students in the program, 10 were on academic probation after the first semester and five did not return in the spring.

Program contact name

Program contact phone

Program contact email

Certify MAP Advising Data

Adding Support Programs

If you have new or additional programs to report, you may do so by entering the name of the new program in the **Create Program Name** data field and clicking on the "**Add**" button.

You will then need to provide information about the program type, a narrative to describe the program and answers to all subsequent questions about the number of students served, delivery methods, frequency, results, etc.

Be sure to fully complete all questions for each program that is added.

| Freshman/First-Year Academic Advising Activities | General Academic Advising Activities | **Support Programs Offered** | MAP Recipient Course Completion Data |

Program: Academic Success Plan Program

Please provide information on other support programs targeted at student retention and completion about which you wish to report. Please remember that the purpose of collecting this information is to share data with other schools about successful programs that can increase student success.

Program Name
Academic Success Plan Program ▾

Create Program Name
[   ] Add

Program type

check all that apply:

- ☑ Non-academic/life issue advising
- ☑ Degree mapping/Path to a Degree
- ☐ Completion
- ☑ Tutoring
    - ☑ Math
    - ☑ English/Writing
    - ☑ Study Skills
    - ☐ Other
- ☑ Mentoring
- ☐ Transition/Orientation
- ☐ Student/Faculty Interaction
- ☐ Learning community
- ☐ Scholarship
- ☑ Tracking/Early Warning
- ☐ Other (please describe) [   ]

Certify MAP Advising Data

Narrative description of the program

The Academic Success Plan program is for incoming freshmen students who are admitted under academic restrictions. In the first year of this program, there were 36 students who qualified. Students work with their academic advisor throughout the first semester to create an individualized plan to help the student succeed in the transition from high school to college. The Academic Success Plan is completed in four to five individual meetings with the academic advisor, exploring academic strengths and areas for improvement, goal setting, and resources on campus among other things.

Course Completion Data

When the MAP Advising data collection process went into effect on July 1, 2015, ISAC rules stipulated that schools must provide retention, graduation and course completion data on an annual basis. However, because ISAC is now able to utilize external databases to collect retention and graduation rate data on MAP recipients, institutions will only need to provide course completion data and it will be collected in GAP Access along with the advising program information.

Please note that all MAP-approved institutions are required to provide the course completion data in GAP Access with the exception of Illinois community colleges. ISAC will collaborate with the Illinois Community College Board to compile course completion metrics on behalf of community colleges.

Institutions are required to report on paid MAP recipients only.

If you report on Fall cohorts for your Integrated Postsecondary Education Data System (IPEDS) submissions, you will do the same for the MAP Advising Data Collection; if you report on Full-Year cohorts for IPEDS submissions you will do the same for the MAP Advising Data Collection.

For <u>4-year institutions,</u> ISAC is asking for:
- **Course Completion Data**
    - Academic Year 2023-24 Course Completion Rate for *first-time degree-seeking MAP Recipients* - Course Credit Hours earned in Academic Year 2022-23/Course Credit Hours Attempted in Academic Year 2022-23.
    - Academic Year 2023-24 Course Completion Rate for *new transfer degree-seeking MAP Recipients* - Course Credit Hours earned in Academic Year 2022-23/Course Credit Hours Attempted in Academic Year 2022-23.

For <u>2-year (or less) institutions (excluding community colleges),</u> ISAC is asking for:
- **Course Completion Data**
    - Academic Year 2023-24 Course Completion Rate for first-time degree-seeking MAP Recipients - Course Credit Hours earned in Academic Year 2022-23/Course Credit Hours Attempted in Academic Year 2022-23.

Each of these elements should be broken down by full-time (defined by IPEDS as 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term) and part-time (defined by IPEDS as less than 12 semester or quarter credits, or less than 24 contact hours a week each term) status and by race/ethnicity (same as IPEDS categories).

Only include course hours that count for credit in the course completion rate and include all credit hours after the first drop period (commonly about 2 weeks after the start of a semester).

For 2-year or less institutions, a Certificate/Diploma is defined as at least 1 but less than 2 academic years.

Course Completion Data

To provide the course completion data, navigate to the **MAP Recipient Course Completion Data** tab, and complete each one of the corresponding tables for
- First-Time Degree or Certificate-Seeking Students, full-time and part-time
- Transfer students, full-time and part-time (4-year institutions only)

Please supply data for the following forms:

Freshman/First-Year Academic Advising Activities   General Academic Advising Activities   Support Programs Offered   **MAP Recipient Course Completion Data**

Individual community colleges are <u>not</u> required to provide course completion data; the Illinois Community College Board (ICCB) will collaborate with ISAC to compile these metrics on behalf of community colleges.

School Name
COLLEGE OF LAKE COUNTY 007694

First-Time Degree- or Certificate-Seeking Students

<u>Full-Time</u> Students, Academic Year 2020-21 Cohort:

Completion Rate = Course Credit Hours earned in Academic Year 2020-21 /Course Credit Hours Attempted in Academic Year 2020-21

	# of Course Credit Hours Attempted in 2020-21	# of Course Credit Hours Earned in 2020-21	Course Credit Hour Completion Rate 2020-21
Hispanic/Latino:			%
American Indian or Alaska Native:			%
Asian:			%
Black or African American:			%
Native Hawaiian or Other Pacific Islander:			%
White:			%
Two or more races:			%
Race and ethnicity unknown:			%
Total:	0	0	0%

<u>Part-Time</u> Students, Academic Year 2020-21 Cohort:

	# of Course Credit Hours Attempted in 2020-21	# of Course Credit Hours Earned in 2020-21	Course Credit Hour Completion Rate 2020-21
Hispanic/Latino:			%
American Indian or Alaska Native:			%
Asian:			%
Black or African American:			%
Native Hawaiian or Other Pacific Islander:			%
White:			%
Two or more races:			%
Race and ethnicity unknown:			%
Total:	0	0	0%

Transfer Students

Full-Time Students, Academic Year 2020-21 Cohort:

	# of Course Credit Hours Attempted in 2020-21	# of Course Credit Hours Earned in 2020-21	Course Credit Hour Completion Rate 2020-21
Hispanic/Latino:			%
American Indian or Alaska Native:			%
Asian:			%
Black or African American:			%
Native Hawaiian or Other Pacific Islander:			%
White:			%
Two or more races:			%
Race and ethnicity unknown:			%
Total:	0	0	0%

Part-Time Students, Academic Year 2020-21 Cohort:

	# of Course Credit Hours Attempted in 2020-21	# of Course Credit Hours Earned in 2020-21	Course Credit Hour Completion Rate 2020-21
Hispanic/Latino:			%
American Indian or Alaska Native:			%
Asian:			%
Black or African American:			%
Native Hawaiian or Other Pacific Islander:			%
White:			%
Two or more races:			%
Race and ethnicity unknown:			%
Total:	0	0	0%

Certifying MAP Advising Data

Once all advising data has been reviewed and updated and course completion data** has been entered and saved, the data submission process can be completed by clicking the "**Certify MAP Advising Data**" button at the bottom of the **MAP Advising Data Collection** screen.

A print icon is available if you'd like to print copies of the data for review before submission and/or for your records after you've completed the submission process.

School: MAP Advising Data Collection

School Demographics   School Budget   **MAP Advising Data**

ISAC is required to ensure that schools are fulfilling their obligations with regard to providing advising to their students.

Please answer all questions and/or provide information based on the most recent academic year, 2021-22, unless otherwise instructed to so do. Note that the data requested in the MAP Recipient Course Completion Data form must reflect the 2020-21 academic year.

Please answer the following three questions:

1. Does your school make academic advising available for all students?
   - ○ Yes
   - ○ No
2. Does your school require mandatory advising for first-year students?
   - ○ Yes
   - ○ No
3. Does your school require mandatory advising for students who are part of an at-risk population identified at your school?
   - ○ Yes
   - ○ No

Please supply data for the following forms:

Freshman/First-Year Academic Advising Activities   General Academic Advising Activities   Support Programs Offered   **MAP Recipient Course Completion Data**

Certify MAP Advising Data

Please do not click the "Certify MAP Advising Data" button until entry for all sections is complete and you are ready to submit the information to ISAC.

*** Please note that individual community colleges are not required to provide course completion data in GAP Access; the Illinois Community College Board (ICCB) will collaborate with ISAC to compile course completion metrics on behalf of community colleges.*