Office of Professional Education Advisement
Annual Report for Spring, Summer, Fall 2007 compiled January, 2008

The Professional Education Advisement Office is responsible for the advisement of undergraduates majoring in Early Childhood (EFEC3), Elementary Education (EFEE3), Middle School (RFMS3), and Special Education (CLSP3). Recruiting, admitting and retaining students in these majors is the primary focus of advisement staff.

Relevant statistics for Spring, Summer and Fall 2007 are evidence of the workload of the COE advisement office:

● **Enrollment figures-currently enrolled-for Spring, Summer, Fall 2007:**
  from Rob Hornberger, Coordinator of Web and Data Support

<table>
<thead>
<tr>
<th>Major</th>
<th>Spring 2007</th>
<th>Summer 2007</th>
<th>Fall 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFEC3</td>
<td>147 students</td>
<td>49 students</td>
<td>153 students</td>
</tr>
<tr>
<td>EFEE3</td>
<td>573 students</td>
<td>175 students</td>
<td>627 students</td>
</tr>
<tr>
<td>RFMS3</td>
<td>91 students</td>
<td>33 students</td>
<td>86 students</td>
</tr>
<tr>
<td>CLSP3</td>
<td>63 students</td>
<td>23 students</td>
<td>76 students</td>
</tr>
<tr>
<td>TOTAL</td>
<td>874 students</td>
<td>280 students</td>
<td>942 students</td>
</tr>
</tbody>
</table>

● **Number of advisees currently assigned to each advisor:**
  Judy Pickering 385
  Stephanie Marinec 365
  Unassigned 202*

*According to a recent query, there are 202 advisees coded as our majors who have met with us but are not formally assigned to Stephanie or Judy.

● **Number of scheduled student appointments:**
  804 students- Spring 2007
  266 students- Summer 2007
  1,024 students- Fall 2007

**NOTE:** These totals were tallied in review of office sign-in sheets. The majority of students schedule appointments during the pre-registration periods in April and November. However, these numbers do not accurately reflect students who are “walk-ins”, prospective students and their families, major changes not yet “assigned” to a COE advisor, and the numerous phone calls and emails that are processed daily.
● Number of transfer students:
  EFEC 3  4  Spring 2007
  2  Summer 2007
  18  Fall 2007
  EFEE3  28  Spring 2007
  4  Summer 2007
  66  Fall 2007
  RFMS3  7  Spring 2007
  0  Summer 2007
  3  Fall 2007
  CLSP3  6  Spring 2007
  1  Summer 2007
  7  Fall 2007
  TOTAL 146 transfer students - Spring, Summer, Fall 07

● Number of new freshman processed, summer 2007 during SOAR, June 11
  Through August 16, 2007 totaled 163 students

● Number of exception requests processed:
  All majors including Secondary Ed-
  72  Spring 2007
  29  Summer 2007
  25  Fall 2007
  TOTAL exceptions processed-all majors- 126

● Number of candidates (including Secondary Ed) admitted to T.E.:
  225  Spring 2007
  116  Summer 2007
  161  Fall 2007
  TOTAL admits to T.E.-all majors- 502

Additional accomplishments of Professional Education Advisement staff, Spring 2007
through Fall 2007 include:

● Assisted faculty in the implementation of the revised Elementary Education
  program to be effective Fall 2008
● Assisted in the implementation of the new eMINTS emphasis option
● Assisted in the establishment of an Elementary Education completion program
  at Crowder College, Neosho, Mo.
● Purchased a new t.v. monitor to be utilized to better inform students of relevant
  information i.e. test dates, program changes, registration dates, drop deadlines.
● Assisted in articulating the new Associate of Arts in Teaching (AAT) degree
  implemented in community colleges
● Assisted Teacher Certification Office in updating transfer equivalencies
  and changes in reference to the new AAT degree
● Assisted the Teacher Certification Office by observing a teacher under the
  “Teacher Aide Rule”
● Updated student handbook used in EDC 150 and visited all EDC 150 classes
● Updated Professional Education Advisement website
● Participated in Recruiting Fairs in St. Louis and Kansas City, Fall 2007
● Participated in the Majors Fair, Fall 2007
● Participated in the Career Fair at Camdenton H.S., Spring 2007
● Participated in the MACADA Conference, September, 2007
● Created and implemented an evaluation brochure distributed routinely
● Created and distributed an advisement newsletter
● Hosted CBASE workshops prior to test dates, Spring and Fall 2007
● Emailed students reminders of pre-registration dates, test dates
● Processed scholastic action reinstatements
● Validated NCAA requirements for student athletes in our majors
● Continued collaboration and support of W. Plains students and advisement staff
  (W. Plains enrollment in our Elem Ed. completion program remains at approximately 65 students)

Ongoing efforts to retain our students are constantly being improved in regards to CBASE study materials, referrals to campus resources, distribution of scholarship materials, and PRAXIS registration information. Advisors and staff are continually improving skills and knowledge by regular participation in noon forums and refresher workshops for advisement issues and trends.