

**Wells College**  
**Health Professions Advising Committee**  
**Assessment Plan**  
**January 2013**

**Mission Statement**

To help students who are preparing for a career in the health sciences by providing advice on course selection, internships, and graduate school or professional program application procedures. Members of the advisory committee will assist students as they research health-related careers and develop networking opportunities with alumni and employers in areas related to a student's interest.

Goal: To successfully place motivated students in careers in the health professions.

**A. OBJECTIVES**

Objective 1: *Prepare students for and provide aid with applications to professional schools.*

a. Health Careers Advising Committee Actions

- i. Advise students, alumni, and prospective students interested in health professions.
- ii. Counsel students as their understanding of their personal capabilities change and offer alternatives in the health professions where they can be successful.
- iii. Announce and hold a meeting for all pre-health students at least once a semester. This may include an invited speaker and funds are necessary to remunerate transportation expenses.
- iv. Announce and hold the 'Why You Should Take Business Courses at Wells' event once per academic year. This event includes purchased materials given to students.
- v. Prepare committee letters for students and alumni to support applications to professional schools.
- vi. Assist students with the application process. This includes school selection, choosing appropriate test preparation methods or courses, editing of personal statements, and interview preparation. To this end, committee member(s) attend national and regional conferences for health profession advisors and require travel funds.
- vii. Serve as the designated advisor for Wells to the Association of American Medical Colleges (AAMC). This allows access to application information and status and MCAT scores for Wells students applying to allopathic medical schools.
- viii. Attend Wells Warm-Ups and other summer events for incoming students to provide information that they seek regarding career preparation at Wells College.

b. Measureable Outcome(s)

- i. Identification of first-year students interested in the health professions on an individual basis (i.e. classes, first-year advisors) and/or through sponsored programming (iii).

- ii. Host a speaker who is active in the health professions field who can speak to the theme of *'Why You Should Take Business Courses at Wells'*.
  - iii. Hold annual meetings with students to discuss personal goals and academic recommendations such as relevant course work, internships, and research experience.
  - iv. Develop and maintain a display of medical and other health professions school information in Stratton Hall and the Office of Experiential Learning and Career Services.
  - v. Provide opportunities for students to attend events that showcase medical and other professional schools.
  - vi. Develop and maintain a library, in print and/or electronic versions, of MCAT and GRE preparation materials.
  - vii. Following our program, qualified students successfully matriculate at professional schools.
- c. Assessment
- i. Track numbers of students attending sponsored programming.
  - ii. Track numbers of students that seek advising by the Health Professions Advising Committee by class.
  - iii. Monitor materials available in display in Stratton Hall to gauge student interest in the different areas of the health professions. Invite representatives from those schools in which the students show interest to the Wells College graduate school fair.
  - iv. Track usage of test preparation materials and update as necessary.
  - v. Development of relationships at other institutions that would allow Wells College students to attend career and/or graduate school fairs.
  - vi. Track postgraduate activities of alumni.

**Objective 2: *Ensure students and faculty at Wells College maintains a current understanding of curriculum-related topics in the health professions.***

a. Health Careers Advising Committee Actions

- i. Maintaining membership in the National Association of Advisors for the Health Professions (NAAHP) and the Northeast Association of Advisors for the Health Professions (NEAAHP), monitoring their listserv and websites, and attending their meetings.
- ii. Meeting with other health professions advisors and representatives from professional schools.
- iii. Recommend new programs and initiatives.
- iv. Regular meetings of the Health Professions Advisory Committee.
- v. Assist and educate other faculty members about preparation for health professions and advising pre-health profession students.

b. Measureable Outcome(s)

- i. Attendance at NEAAHP local area network meetings as offered and NAAHP national meetings as is financially prudent.

- ii. Track meetings of the Health Professions Advising Committee and report to the faculty at least once a semester.
  - iii. Foster relationships with health professions advisors at other institutions, particularly those that are geographically close to Wells College.
- c. Assessment
- i. Share information from meetings with relevant faculty members and students.
  - ii. Develop new programs focused on changes to the health professions and to application processes.

Objective 3: *To actively engage prospective students.*

- a. Health Professions Advising Committee Actions
- i. Contact prospective students interested in the health profession via letters, emails, and telephone.
  - ii. Respond to questions from prospective students, their parents, and others about Wells' pre-health professions program and about the health professions in general.
  - iii. Interview or meet with as many pre-health prospective students and their parents as possible.
  - iv. Participate in admissions programs when a pre-health representative is needed.
  - v. Discuss the pre-health program with the admissions staff and assist them as requested.
- b. Measureable Outcome(s)
- i. Write a letter to prospective students that have indicated an interest in the health professions.
  - ii. To update the letter to prospective students with current student and alumni information as necessary.
- c. Assessment
- i. Assignment of one member of the advising group to review and edit the letter to prospective students once per academic year.

Objective 4: *Maintenance of an active advising committee that is responsive to the needs of Wells College.*

- a. Health Professions Advising Committee Actions
- i. Prepare and oversee the Health Professions Advising Committee budget.
  - ii. Maintain the Health Professions Advising Committee records, including the webpage and database (located on the Globe under "My Groups") and email list.
  - iii. Be available to advise students, alumni, and prospective students and to work on committee letters and other Health Professions Advising Committee matters during times when the college is not in session.
  - iv. Assignment of one member of the advising committee to maintain the pre-health webpage and to review information on webpage at least once per semester.
- b. Measureable Outcome(s)
- i. Up-to-date records of current students who have indicated an interest in the health professions.

c. Assessment

- i. Track students' engagement with the Health Professions Advising Committee during his or her time at Wells College.
- ii. Maintain a database of students who have engaged with the Health Professions Advising Committee for at least 5 years after graduation. This would include current contact information (if available) and current profession and/or school(s) attended.