Academic Advisors' Record Keeping and Monitoring System (AA-ReKeMoS)

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Abstract*—UiTM Academic Advisors or commonly known as 'Penasihat Akademik (PA)' are appointed among lecturers to be responsible for a group of students. PA is responsible to advice those students with regards to their academic planning, to monitor their academic activities as well as academic achievements. PA can play an important role in ensuring the students meet UiTM's academic objectives which include graduating on time with CGPA more than 3.00. However, due to demanding schedule of PA as lecturers, they seem to be having lack of time to schedule meetings with the students and unsystematic recording of PA-students meetings will make monitoring almost impossible. Consequently problematic as well as weak students cannot be identified sooner for appropriate actions leading to poor academic performance that would affects faculty's overall performances. Therefore, Academic Advisors' Record Keeping and Monitoring System (AA- ReKeMoS) is necessary to enable PA- students' activities to be frequently updated and the information can be made accessible to Head of Faculty for monitoring purposes. Apart from monitoring individual PA's activities, Head of Faculty can also obtain information about each student from the system. AA-ReKeMoS is cheap, manageable and can be widely applied since it utilized Microsoft Excel and Google Drive that can be easily accessed and are free for all the Academic Advisors.

***Keywords*—academic advisors, Google Drive, Microsoft Excel, monitoring, record keeping**

I. INTRODUCTION

Academic advising system is created to assist an academic institution in guiding students to perform excellently in accordance to university's vision and mission [1]. By appointing the academic advisors or commonly known as
_Penasihat Akademik' (PA) among lecturers, the advising, monitoring as well as most of university's academic functions and responsibilities are empowered to the academic advisors. In Universiti Teknologi MARA (UiTM) Cawangan Kelantan, each academic advisor is assigned to a group of students

normally not more than 50 students. Academic advisors are responsible to guide and monitor students‘ academic performance throughout the years of their studies in UiTM [2]. With smaller groups of students as compared to the mass numbers of students that the university need to manage and monitor every semester, academic advisors can focus more on these job responsibilities.

II. Problem Statement

PA is responsible to advice those students with regards to their academic planning, to monitor their academic activities as well as academic achievements. PA can play an important role in ensuring the students meet UiTM‘s academic objectives which include graduating on time with CGPA more than 3.00. However, due to demanding schedule of PA as lecturers, they seem to be having lack of time to schedule meetings with the students and unsystematic recording of PA-students‘ meetings will make monitoring almost impossible.

Consequently, problematic as well as weak students cannot be identified sooner for appropriate actions leading to poor academic performance that would affects faculty‘s overall performances.

III. Objectives

Therefore, Academic Advisors‘ Record Keeping and Monitoring System (AA-ReKeMoS) is necessary to enable PA- students‘ activities to be frequently updated and the information can be made accessible to Head of Faculty for monitoring purposes. Apart from monitoring individual PA‘s activities, Head of Faculty can also obtain information about each student from the system. AA-ReKeMoS is cheap, manageable and can be widely applied since it utilized Microsoft Excel and Google Drive that can be easily accessed and are free for all the Academic Advisors.

IV. Materials And Methods

AA-ReKeMoS was first developed using Microsoft Excel and was tested several times by its potential users. This process is to ensure that the final developed system will be more user-friendly. Once the formulated excel template is accepted, it will then be shared with the Academic Advisors in Google Drive. Therefore, each potential users of the system are required to have Gmail to allow them to access the Google drive. Every Academic Advisor is required to update information with regards to his/her students at the beginning each semester since the list will change from time to time.

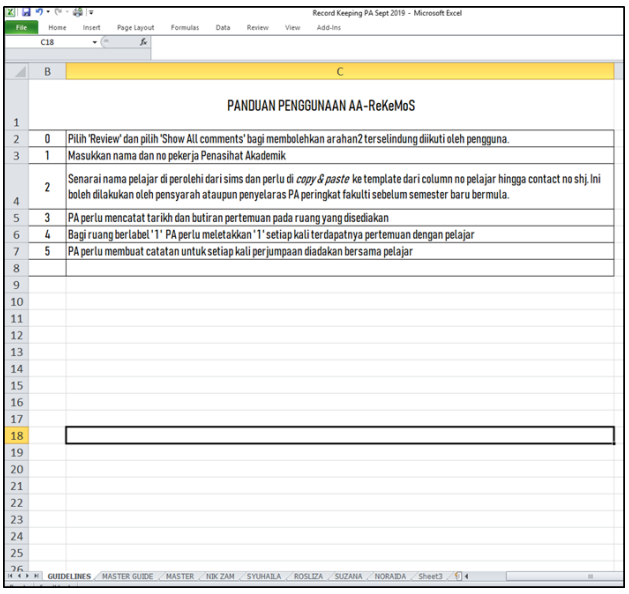

Fig. 1. Guidelines for AA-ReKeMoS

Users of AA-ReKeMoS are provided with step by step guidance (Figure 1) on what information they need to key-in and update in order for the system to work effectively.

Firstly each academic advisor need to copy the _Master‘ sheet and labelled it with their first name. Each academic advisor in a faculty is required to complete the process so that the whole AA-ReKeMoS of a faculty would contain the worksheets for all the faculty‘s members. This then would enable the monitoring process to be done by the Head of Faculty later throughout the semester.

Then the academic advisor need to copy the namelist of their advisees from Students‘ Information Management System (SIMS) and paste it to their own sheet as shown in Figure 2.

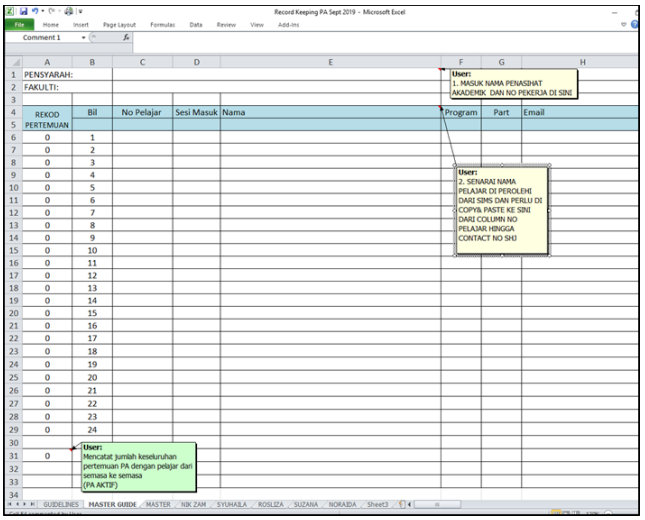

Fig. 2. Guidelines for AA-ReKeMoS

Once the name list is copied to the system, the academic advisor can record all meetings as well as consultations made with the advisees accordingly (Figure. 3). With this record keeping process, the academic advisors can systematically maintain the meetings‘ records with all their advisees throughout the semester. Since AA-ReKeMoS is shared on Google Drive, any information key-in by each academic advisor would be updated accordingly online.

As such, Head of Faculty can monitor the academic advisors‘ activities with regard to the academic advising and guiding students throughout the semester. The Head of Faculty would be able to identify who is actively involved with their advisees throughout the semester as well as aware of which academic advisors that manage to play their roles accordingly.

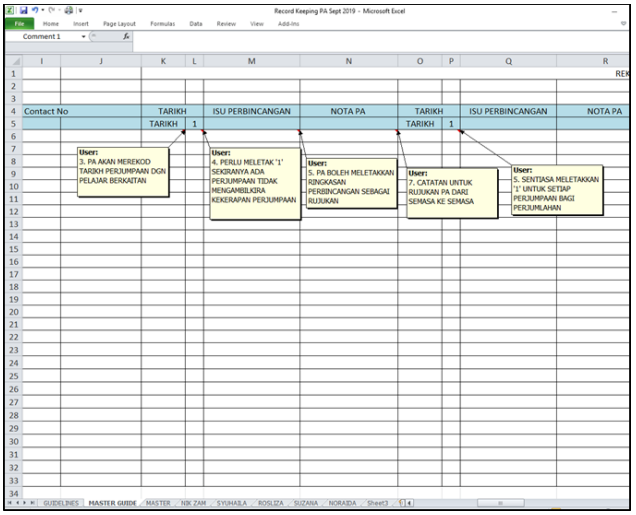

Fig. 3. Meetings and Consultations Recording Sheet

Apart from recording meetings and consultations by academic advisors, AA-ReKeMoS also notifies the frequency each advisee meets and consults their academic advisor (Figure 4). Therefore, the consultations and guidance provided to each

advisee/student especially those potential problematic students can be obtained and monitored. Such information would be relevant and usable in discussing matters related to any student with academic issues or even personal issues. The Head of Faculty may need to identify whether these potential problematic students received appropriate guidance and advice from the academic advisor.

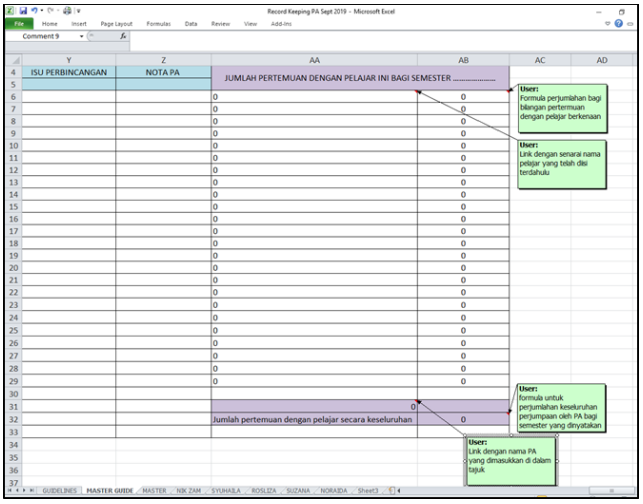

Fig. 4. Each Advisee Meetings and Consultations Record Sheet

V. CONCLUSIONS

AA-ReKeMoS is cheap, manageable and can be widely applied since it utilized Microsoft Excel and Google Drive that can be easily accessed and are free for all the academic advisors. This system is very important because it will strengthen the role of UiTM's academic advisors and supports UiTM's academic objectives. AA-ReKeMoS would assist systematic recording process and enable access to the necessary information quickly. Consequently, it would ensure students' needs of guidance are not abundance by the responsible parties including academic advisors.

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