

New Advisor Training Committee
Jan 19 meeting

Members: Mark Vegter, Brian Aitken, Allison Anson, Nancy Baldoni, Patty Berndt, Marty Greenberg, Leslie Harris, Diane Meister, Maggie Im

- 1) Mark was elected facilitator (formerly called chair) by acclimation of the committee.
- 2) The committee decided to meet every other week for 1 ½ hours on Thursdays starting Feb 1 from 1:00 to 2:30. Location to be announced (there is a class in STV 410 at 2:00 on Thursdays, so I'll look into reserving STV 401A). It was decided to go ahead and schedule the meetings and then cancel if we don't need them (particularly during busy times like registration). The meeting dates are as follows:

Thursday, Feb 1 - 1:00 to 2:30

Thursday, Feb 15 – Founders Day Convocation is at 1:00. Do we want to meet at 3:00 or change the day for this meeting?

Thursday, March 1 – 1:00 to 2:30

Thursday, March 15 – 1:00 to 2:30. This is spring break, so again let me know if we should change the day or time.

Thursday, March 29 – 1:00 to 2:30.

Thursday, April 12 – 1:00 to 2:30

Thursday, April 26 – 1:00 to 2:30

Thursday, May 10 – 1:00 to 2:30

Thursday, May 24 – 1:00 to 2:30

- 3) Discussion on New advisor training focused on three main themes – What should training consist of for new advisors? What is already out there for new advisor training? Who are the populations we need to thinking about (full time advisors, part time advisors, faculty with advising assignments, units with multiple advisors, units with one advisor)?

Most of the discussion related to the first topic. **New Advisor Orientation** – possibly a day long, or two half days, maybe some follow up sessions – will look at length depending on the number of topics. A program could be created which may be used in August, January, or May – the primary months advisors are hired. Orientation could also be part of an all campus advisor workshop for the August meeting. Included in orientation –

Mainframe screens – three sessions,

First session conducted by advisors on the most commonly used screens and how advisors typically use screens keeping in mind advisor needs for UCollege and School/Department Advisors.

Second session could be the standard training facilitated by the Registrars office.

Third session could be an informal follow up to the first two, a Q&A with advisors.

Substitution Waivers – A session describing the purpose and use of subwaivers, presenters could include Jess Ray (Non major/minor degree requirements), Sally Parry (IAI & General Education), College of Education person (Professional Education or Teacher Certification), and someone (Jon Rosenthal) who could generally speak on behalf of school/departments for major/minor subwaivers. Topics could include common subwaivers (particularly with transfer students) or new courses not listed in the catalog, etc.

Academic Polices and University Practices – a rather large topic which may have multiple sessions in order to cover everything. Possible topics include: Degree requirements, repeat policy, GPA computation, FERPA, Truth in Tuition, 75 hrs rule, New Start, iCampus – understanding “progress toward degree”, common practices (how do students sign up for the writing exam when registration is closed, for example), with follow up discussions with advisors (for example, after understanding FERPA what are some examples of dealing with parents).

Project Success & Academic Probation – Amy Roser (EMAS), Allison Anson (UCollege Advisor), and Anjie Almeda (Department/School Advisor) to explain the program, and how it may impact units, working with our students in Project Success, etc.

University College – A session for School/Department advisors on the services and programs in University college, with an emphasis on how advisement works with freshman and general students, Amelia Noel-Elkins, Wendi Whitman. A parallel session could be created for UCollege advisors on what they need to know regarding School/Department advising.

Resources and Referrals – Another broad topic. This includes services like Housing, Financial Aid, Counseling, Career Center, Community Rights and Responsibilities (plagiarism), Office of Disability Concerns, Student Affairs (absence from class), Dean of Students (Dean on Duty). We discussed inviting people who advisors work closely with to explain what they do and how it impacts advising (examples like Jim Jacobs – Registrars Office, Pat Wutz – Admissions, etc). We also discussed have a lunch with all advisors and people (like the ones mentioned above) who we work with to help associate names, faces, etc.

Advising related programs (particularly if part of the advisor’s assignment is recruitment) – Freshman Information Nights, Majors Fair, Admission Open Houses, Preview (with details on both what the Preview program is and how the advising process formally starts there), Passages, etc.

Teacher Education requirements – Ok, so I added this one. I thought of it as I was typing the notes. Although not every major has a teacher ed sequence, enough do that I think it warrants its own session. Focus could be on the EDDM screen, Gateway I, II, III requirements, sequencing of classes, Professional Development Schools, etc).

