UPDATE Advising in Times of Disruption
Professional advisors in Advising Services are now working remotely to serve students and support advising initiatives. We are also available to support faculty advisors in modifying their advising practice to serve students effectively via Zoom, email, and phone. Visit the Advising Services website for updates, or contact your designated Interest Area (IA) faculty advisor or professional advisor (listed below) for help.

Arts, Communications, and Humanities: Robin Verrett, professional advisor & Aaron Cloyd, IA faculty advisor

Business Administration and Management: Robin Verrett, professional advisor & Casey Wilhelm, IA faculty advisor

Social Sciences and Human Services: Marita DeBoard, professional advisor & Kathleen Miller Green, IA faculty advisor

Science, Technology, Engineering & Mathematics: DeAnn Johnson, professional advisor & Kathleen Miller Green, IA faculty advisor

Healthcare: Jeff Davis, Betsy Conery, and Wendy McIntosh, professional advisors

Advising season for Summer/Fall 2020 is underway. In this issue of Advising Notes, you’ll learn about some key activities that occurred in the Fall and our plans for the Spring and Summer. With an emphasis on student persistence and retention, we are enhancing our new student advising plan in Advising Services and developing an advising curriculum to help students make the most of their experience. The newly-developed advising curriculum will guide us in the developing of advising competencies and training for professional and faculty advisors.

Thank you for your commitment to supporting student learning and advising at NIC! If you have any questions or suggestions, please contact me.

-Ellen Crabtree
Director of Advising & Student Success

Advising Leadership Team
Frequent readers of the President’s Cabinet notes are aware that academic advising has been identified as a “critical action/strategy NIC needs to take to move the needle on enrollment.” A small group was identified to address barriers, success measures, and necessary resources to address academic advising. The group includes the VPI, VPSS, Dean of Enrollment Services, Dean of General Studies, Dean of Health Professions & Nursing, and the Director of Advising & Student Success. The President presided over the first meeting and charged the group with creating an effective plan for a shared advising model. The group will meet through the Spring and Summer.

Advising Caseloads - Where are the students?
Advising Notes Spring 2020 Pg. 1
Do you have fewer advisees than you used to? We are seeing lower-than-typical advising caseloads within some departments and interest areas, partially due to lower enrollment, but primarily because of procedures for assigning student to advisors in accordance with the guided pathways concept. Interest area faculty and professional advisors are reviewing the distribution of advisees and the guidelines we’ve been following since the introduction of the guided pathways concept at NIC for reassigning students to faculty advisors. Average faculty advisor caseloads by interest area are below. We hope to propose and implement changes in the near future.

**Average faculty advisor caseloads by interest area:**
- Business Administration & Management average faculty advisor load = 30.2
- Social Sciences and Human Services average faculty advisor load = 14
- STEM average faculty advisor load = 8
- Arts, Communications, & Humanities average faculty advisor load = 6
- Healthcare average faculty advisor load = 15*
- Manufacturing and Trades average faculty advisor load = 11.65*

*students in some interest areas are assigned both a professional advisor and a faculty advisor

**Survey of Faculty Advising**
Faculty serving as interest area faculty advisors this year (named below) are working hard on developing synergies between the professional advisors in Advising Services and the faculty advisors within the interest area they represent. One aspect of this work is proposing methods of a more equal distribution of advisees; another is gauging faculty advisor perceptions about the advising program at NIC and their own advising practice. Look for a survey coming out this spring about faculty advising perceptions, and plan to share your thoughts!

**Interest Area Faculty Advisors for the 2019-20 academic year:**
- Aaron Cloyd - **Arts, Communications, and Humanities**
- Casey Wilhelm - **Business Administration and Management**
- Kathleen Miller Green - **Social Sciences and Human Services**
- Jeremy Kingma - **Science, Technology, Engineering & Mathematics**
- Carey Carlson – **General**

**Advising Leadership Council**
The Advising Leadership Council is a group comprised of interest area faculty advisors and professional advisors in Advising Services, Health Professions, Nursing, CTE, and dual credit. At our first meeting in Fall 2019, we crafted a mission of the advising program at NIC and a definition of quality academic advising (below). This group will convene in Spring 2020 to discuss advisor reassignment to faculty advisors and advising curriculum/advising student learning outcomes.

**Advising Mission**
The mission of the NIC advising program is to empower and educate students to clarify their academic interests, make informed decisions, and set and achieve goals for lifelong learning and professional success.

**Advising Definition**
The NIC advising program is an intentional, collaborative, and inclusive process. With a holistic approach, faculty and professional advisors partner with students in meeting the essential learning outcomes, supporting
academic success, and outlining the steps for achievement of the students’ personal, academic, and career goals.

**Developing Your Advising Practice**

Interested in training or information to be a better advisor? Advisor competencies and a training plan are under development (as we also develop an advising curriculum for NIC), however, **there are resources available now** to support your advising practice. Reach out to the interest area faculty advisor in your interest area for help, or contact the professional advisor assigned to your interest area (named below).

Interest area faculty advisors and professional advisors met in early Spring 2020 to share curricular updates in each interest area; this meeting was the first of regular advising development opportunities that are a collaboration between faculty and professional advisors. Look for more opportunities to come.

You might also find this article interesting – [Advising as Teaching: The Power of Evidence-Based Teaching Practices in Academic Advising](#)

**Interest Area Professional Advisors:**
Robin Verrett - Arts, Communications, and Humanities & Business Administration and Management  
Marita DeBoard - Social Sciences and Human Services  
DeAnn Johnson - Science, Technology, Engineering & Mathematics  
Jeff Davis – Healthcare

**Advising New Students for Summer & Fall 2020**

Advising new students for Summer and Fall 2020 enrollment is underway. Visit [www.nic.edu/nextstep](http://www.nic.edu/nextstep) for student information on how we are approaching the advising plan, and look for information soon about orientation and ways that faculty can get involved.

**Advising Day & Proactive Outreach to Your Current Advisees**

*Advising Day is April 9!* Please plan to use this day and the days leading up to registration to meet with your advisees. Be proactive in contacting your advisees to plan a meeting. Be explicit in setting expectations about how they can prepare to meet with you for the most effective advising conversation. Avoid referring your advisees to Advising Services on Advising Day. Professional advisors have caseloads of several hundred students; we are preparing programming and supporting group advising in specific interest areas, in addition to seeing assigned advisees individually.

**Use Aviso for outreach** – messages you send via Aviso will be saved as a note in the student record and can be accessed by other advisors and anyone who “follows” the student in Aviso (athletic coaches, residence hall staff, etc.). Once registration begins, [run enrollment reports in Aviso to track advisees](#) who have registered – and those who haven’t. **Continue proactive outreach to students who haven’t registered and who haven’t otherwise contacted you.** Document key ideas, recommendations, or outcomes from advising meetings in Aviso, too, and make referrals as needed.

Consider sending a message through Aviso to your advisees like the one Sue Shibley sends to her advisees (sample below) in preparation for Advising Day:

*Hello!*

Advising Notes Spring 2020 Pg. 3
I hope your fall semester is going well! You are receiving this message because you are one of my advisees. I will begin taking advising appointments after midterm grades have been posted on Tuesday, October 15 at 10 a.m. through Advising Day, which is Tuesday, October 22. My office hours are limited, which is why I am asking you to make an appointment with me. Please email me with 2 or 3 time options between 7 a.m.-4 p.m. Mon.-Thurs. or between 8 a.m. -2:30 p.m. on Friday, and I will email you back with a confirmed appointment.

In preparation for our advising appointment meeting, I would like you to plan out, to the best of your ability, your spring 2020 semester in Self Service/Student Planning. I can then check over your plan and make any recommendations for changes when we meet. If you are eligible for an internship, I will plan to assign your internship site at the advising meeting.

Please know that if you have questions or concerns during the semester unrelated to planning classes for the following semester, I am always happy to meet with you throughout the semester.

I look forward to catching up with you and helping map out your educational plan so that you can achieve your educational goals as efficiently as possible!

Warm regards,
Sue Shibley

Midterm Grade Alerts & Student Outreach
Midterm grades are submitted this week! Instructors and advisors should encourage all students to check their mid-term grades in Self Service and, if appropriate, take action to improve their performance by consulting with their instructor, advisor, and other student support offices (e.g. Cardinal Learning Commons, Math Education Center, Writing Center, etc.).

Students with a midterm grade of C- or lower will be sent a midterm alert through Aviso; these students’ advisors and ‘followers’ will also be notified. A similar notification called a ‘midterm achievement’ will be sent to students with a midterm grade of B or higher.

Please follow-up with your advisees who receive midterm grade alerts and achievements. Congratulate students who are doing well, and contact advisees in academic difficulty with a personalized phone call and/or message in Aviso. Ask them to meet with you; in that meeting discuss the challenges the student is experiencing, and create a plan to support the student’s success. Make referrals as appropriate. Document these conversations in Aviso.

Advising Intervention/Outreach Efforts
Advising Services coordinates an intervention/action plan for students on academic probation. If you have advisees on probation, you’ve likely heard from us. Every student on academic probation must meet with an advisor prior to registration for the coming semester, or to make any changes to their current registration schedule. Seasoned faculty advisors may recall the intervention to support students who are not in good academic standing was once called the RSVP program. Contact Advising Services if you have any questions.

Important Dates
March 10 – Spring Semester Midterm grades due

Advising Notes Spring 2020 Pg. 4
March 30-April 3 – Spring Break
April 9 – Advising Day & Registration begins for continuing students for Summer 2020
April 13 – Registration begins for continuing students for Fall 2020
April 27 – Registration begins for new students for Summer & Fall 2020

2019-2020 College Calendar

Advising Services
Edminster Student Union Building, Suite 210
Phone: (208) 769-7821
Email: advising@nic.edu
www.nic.edu/advising