

New Academic Advisor Training

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Training Agenda

- Academic Advising Mission
- The Keys to Student Success
- Advising Is Teaching
- MCC Model for Advising
- Complete College America
- Degree Works
- College Scheduler
- Advising Resources and Tips



Training Outcomes

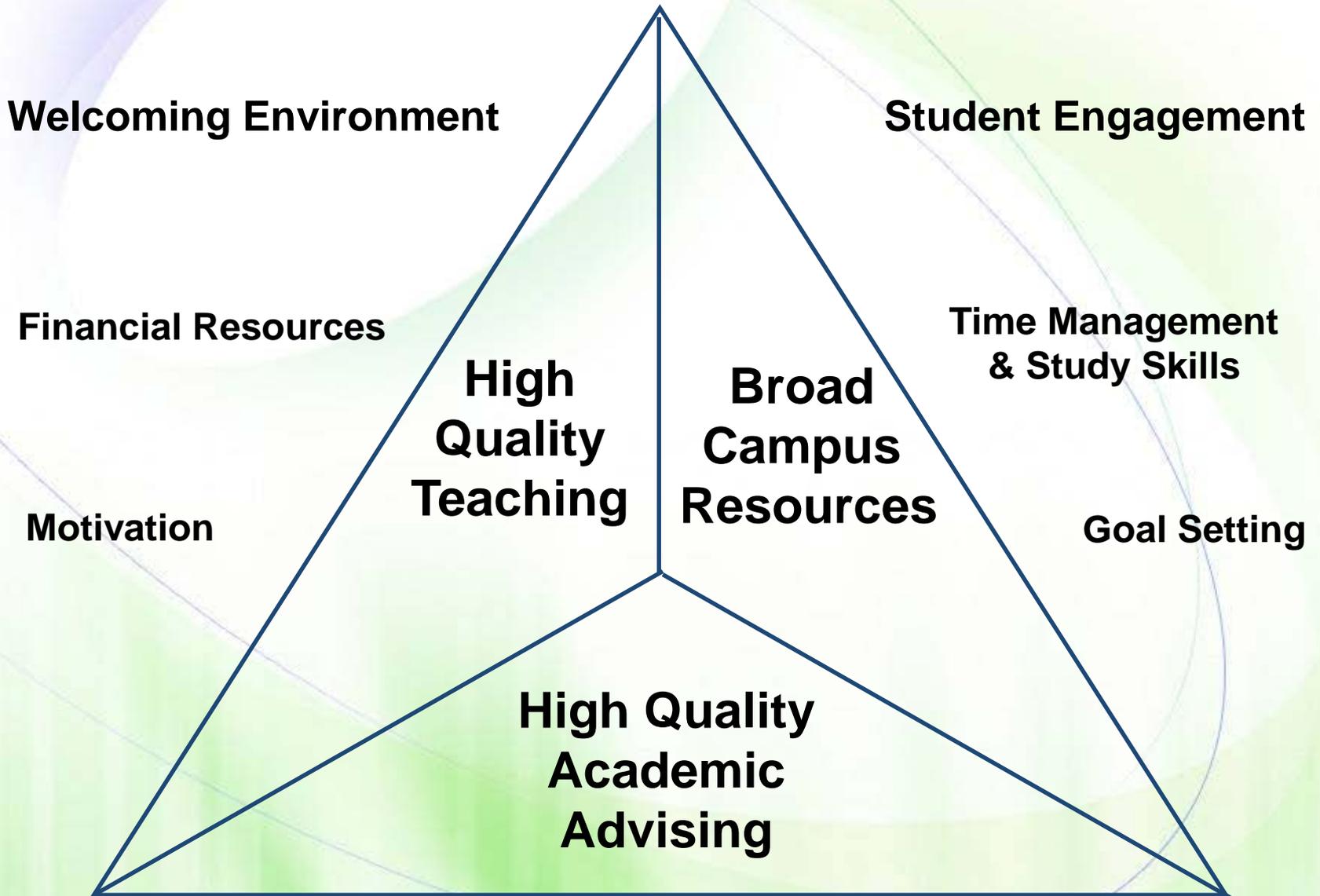
- Identify the elements of our High Quality Advising Model
- Define Developmental and Proactive Advising
- Identify elements of Complete College America
- Identify Advising Resources that can be used in your work with students

OUTCOMES

The MCC Academic Advising Mission

- Academic advising at Middlesex Community College is a shared practice throughout the institution that supports teaching and learning. Individualized, collaborative relationships between students and advisors lead to a better understanding of current skill levels, aptitudes, interests and strengths. This fosters an appreciation of the role of higher education planning in developing and achieving student objectives.
- The advising process includes providing timely, accurate information about academic and career opportunities and requirements, college policies and procedures, and seamless transfer pathways. Advisors also connect and refer students to support services and resources.
- Through frequent interaction, advisors engage students in assuming an active, self-sufficient role in their academic planning. Advisors promote student retention and progress by encouraging students to identify and pursue their appropriate educational and professional goals.

The Keys of Student Success



Advising is Teaching

Advisors strive to teach students how to behave as citizens who engage in the wider world around them.

Chattanooga State Community College

Advising is Teaching (con't)

*Think about advising as an **independent study course**-as an advisor, you get to work one-on-one with students as they develop questions, research background information, learn about opportunities, face challenges, reach their goals.*

University of North Carolina Asheville

The Importance of Faculty Advising

- Frequent faculty-student contact in and out of the classroom is the most important factor in student motivation and involvement. (Chickering and Gamson)
- Quality interaction with faculty the single strongest predictor of success for at-risk minority students (Levin & Levin)



Important

Redefining Academic Advising

- From an event to a teaching process that is integrally linked to student engagement and learning.
- Much more than a service that supports registration....



Shared Goals of Teaching & Advising

- Increase knowledge
- Enhance critical thinking abilities
- Skills acquisition
- Increase problem solving abilities
- Integration of learning: making connections and finding meaning
- Broaden perspectives



MCC Model for Academic Advising

**Developmental
Advising**



**Proactive
Advising**

**High
Quality
Advising**

What is Developmental Advising?

*"Developmental academic advising is defined as a systematic process based on a **close student-advisor relationship** intended to aid students in achieving educational, career, and personal **goals** through the utilization of the full range of institutional and community **resources.**"*

-King, M. C. (2005). Developmental academic advising. Retrieved –April 14, 2009- from NACADA Clearinghouse of Academic Advising Resources Web site: http://www.nacada.ksu.edu/Clearinghouse/AdvisingIssues/dev_adv.htm

What is Proactive Advising?

- Formerly known as Intrusive Advising
- Defined by the work of Robert Glennen
- Glennen took developmental advising theory one step further to help advisors reach out to students.
- Programs utilizing proactive academic advising build structures that incorporate intervention strategies mandating advising contacts for students who otherwise might not seek advising.
- Effective with at-risk populations



What Students Say About Advising

Next to the quality of instruction, academic advising is consistently the next most important area of the college experience to students.

**National Student Satisfaction Report
Noel Levitz 2006**

High Quality Academic Advising



Relationship Building-1st element:

- Identify Roles and Responsibilities
- Periodic Advising Meetings
(Advising is not just registration)
- Ongoing Academic Planning and Assessment



Assessment-2nd element:

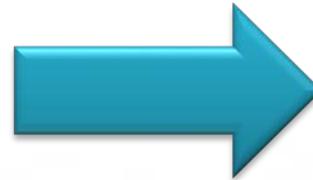
- Academic Skill Level



CPT

Success in Coursework

- Career & Educational Interests



FOCUS2 & Career IDS

- Motivation

- Personal Obligations



Advisor Meetings

Resources-3rd element:

I. Intervention by
Academic Advisors



Referrals to campus
resources

II. Classroom
Difficulties



Student Services
(e.g. Tutoring)

Goal Setting-4th element:

- Short-Term Goals (semester by semester)
- Long-Term Goals (year to year)
- Action Planning
- Academic Maps/ Pathways / Degree Works

The Curriculum of Advising

The curriculum of academic advising includes the meaning, value, and interrelationship of the institution's curriculum and co-curriculum; modes of thinking, learning, and decision making.

Advising as Teaching
Eric White, 2006

From Retention to Completion

- Developmental Advising focused on Persistence and Retention (first 30 credits); serves as a solid foundation for students
- +
- Complete College America builds upon this foundation using more Proactive Advising with Pathways and Academic Maps and focuses on Completion in timely fashion (60 credits in 2 years)

Complete College America

- 15 to Finish



- 5 Courses per Semester
- Use of Summer and Winter Sessions
- On Course to Graduate in 2 Years

Some Keys to Staying on Track

- Pathways Maps
(Meta-Majors)
- Academic Maps
- Milestone Courses
- Proactive Advising



Academic Maps

Pathways to Achievement, Completion, Career & Transfer
ACADEMIC MAP  **15-FINISH**
 MIDDLESEX COMMUNITY COLLEGE

Business Administration Transfer Option
 Associate in Science

START here

1

SEMESTER 1 - FALL	CREDITS	MILESTONE	COMPLETED
ENG 101 - English Comp I	3		<input type="checkbox"/>
BUS 110 - Intro to Business	3		<input checked="" type="checkbox"/>
CAP 101 - Computer Applications	3		<input type="checkbox"/>
Behavioral Science Elective*	3		<input type="checkbox"/>
MAF 177 - Statistics	3		<input type="checkbox"/>
ESL 101 - First Year Experience	3		<input type="checkbox"/>
TOTAL CREDITS	18		

2

SEMESTER 2 - SPRING	CREDITS	MILESTONE	COMPLETED
ENG 102 - English Comp II	3		<input type="checkbox"/>
BUS 221 - Financial Accounting	4		<input type="checkbox"/>
Business Elective**	3		<input type="checkbox"/>
Humanities Elective***	3		<input type="checkbox"/>
Science Elective	3-4		<input type="checkbox"/>
TOTAL CREDITS	16-17		

3

SEMESTER 3 - FALL	CREDITS	MILESTONE	COMPLETED
BUS 140 - Principles of Microeconomics	3		<input type="checkbox"/>
BUS 230 - Managerial Accounting	3		<input type="checkbox"/>
Humanities Elective***	3		<input type="checkbox"/>
MAF 102 - Principles for Business	3		<input type="checkbox"/>
USL 102 - Business Law	3		<input type="checkbox"/>
TOTAL CREDITS	15		

4

SEMESTER 4 - SPRING	CREDITS	MILESTONE	COMPLETED
Humanities Elective***	3		<input type="checkbox"/>
BUS 150 - Principles of Macroeconomics	3		<input type="checkbox"/>
Business Elective**	3		<input type="checkbox"/>
Business Elective** or General Ed. Elective	3		<input type="checkbox"/>
Science Elective	1-4		<input type="checkbox"/>
TOTAL CREDITS	16-18		

You've FINISHED!

Middlesex Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Make Your Summer Month Summer is a great time to take some elective courses and get ahead.

General Advising Note

- * Intro to Psychology, PSY 101 is the recommended Behavioral Science elective.
- ** BUS 210 Principles of Management; BUS 240 Principles of Marketing; BUS 222 Intro to Finance; BUS 223 Intermediate Accounting I; and BUS 322 Intermediate Accounting II are the recommended electives.
- *** ETH 102 Business Ethics is recommended as one of the three Humanities Electives for this degree.

Career and Transfer Outlook

Most students in this program continue their studies toward a bachelor's degree in business, on either a full- or part-time basis. The transfer degree provides a solid foundation for students planning to continue on to study accounting, management, marketing, finance or management information systems. Students should check the requirements of the transfer institution and meet with career and academic/counselors at MCC for specific program planning.

To learn more, call us at 1-800-818-3434 or visit www.middlesex.mass.edu

MIDDLESEX COMMUNITY COLLEGE • LOWELL CAMPUS, 93 KEARNEY SQUARE • BEDFORD CAMPUS, 561 SPRING ROAD

- Course Sequence by Semester (4)
- Milestone Courses
- Recommended Electives
- Advising Notes
- Career and Transfer Outlook

Pathways Maps (Meta-Majors)



- Designed for first-semester students who may still be exploring academic interests and career opportunities
- Help students stay on track and complete core courses, while trying to choose a major program of study
- First 15 Credits

Pathways Maps (Meta-Majors)

Pathways to Achievement, Completion, Career & Transfer

ACADEMIC PATHWAY MIDDLESEX Community College

Business Pathway

Students considering a career in the field of business have a wonderful opportunity to explore career and transfer options by following the Business Pathway. Designed to introduce students to the varied employment possibilities in the area of business, this pathway allows students to explore careers in fields such as bookkeeping, payroll, sales, automotive or aviation mechanics, human resources, management, marketing, retail buying, hotel management, convention planning, and tourism.

START here

STOP If you have been placed in any developmental class, you must see an advisor before registering for courses.

You may be eligible for the Commonwealth Honors Program, please speak to an advisor before you register.

SEMESTER 1	CREDITS	MILESTONE	COMPLETED
ENG 101 – English Composition I	3		<input type="checkbox"/>
PSY 101 – Introduction to Psychology	3		<input type="checkbox"/>
IDS 101 – First Year Experience	1	<input type="checkbox"/>	<input type="checkbox"/>
IDS 131 – Business Career Exploration	1		<input type="checkbox"/>
MAT 177 – Statistics	3		<input type="checkbox"/>
BUS 110 – Introduction to Business	3		<input type="checkbox"/>

TOTAL CREDITS 14

Continue on to Major in a Business Program

- Business Administration Career
- Business Administration Transfer
- Hospitality Management
- Fashion Merchandizing
- Office Systems & Administration
- Aviation Maintenance
- Accounting
- Culinary Arts

Milestone Courses should be taken in the order shown. This will help you stay on track.

This is a great time to meet with your advisor to choose your MCC program of study.

To learn more, call us at 1-800-818-3434 or visit www.middlesex.mass.edu

MIDDLESEX COMMUNITY COLLEGE • LOWELL CAMPUS, 23 KEARNEY SQUARE • BEDFORD CAMPUS, 591 SPRINGS ROAD

- Describes general career areas this Pathway may lead to
- STOP Sign for developmental students
- Includes FYE and contextualized career courses
- Depicts programs (majors) Pathway Map leads to
- Meet with advisor to select program of study after Pathway complete

Degree Works: Features

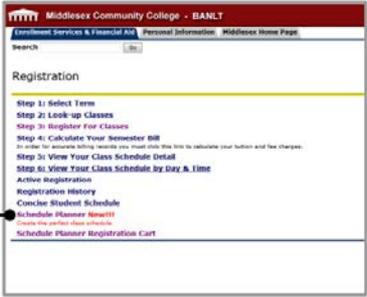
- Run a degree audit
- Review major requirements
- Review CPT Test Scores
- View list of courses fulfilling a major requirement or a General Education requirement
- View Mass Transfer block
- Run What-If audits
- Post advising notes
- Plan courses for future semesters

College Scheduler: Features

- Allows student to generate schedule templates based on their availability
- Incorporates “breaks” or times not available
- Can select courses, campus, time of day, instructional method, etc.
- Notes indicate prerequisites, co-requisites
- Can register directly from the system
- Should be used in tandem with Degree Works & Academic Maps

STUDENT SCHEDULE PLANNER

- 1 LOG IN**
Login to MyMCC

- 2 LAUNCH "SCHEDULE PLANNER"**
Under the "Enrollment Services" Tab Click "Schedule Planner"

- 3 ADD COURSES**
To Take Next Term

- 4 ADD BREAKS**
To Block Off Times You Are Unavailable For Class

- 5 GENERATE**
Click "Generate Schedules" To See All Possible Schedules

- 6 VIEW**
To See Individual Schedules In Detail

- 7 SEND TO SHOPPING CART**
From the "View" Schedule Screen, Click the "Shopping Cart" Button to Begin Registration


Advising Resources & Tools

- Academic, Career and Transfer Website
- Degree Works, College Scheduler
- Academic and Pathways Maps
- FOCUS 2
- Optimal Resume
- Mass Transfer Website

Advising Tips

- Set up an early semester appointment with your advisees each semester to get acquainted if they are new to you or to check on their progress for the start of the semester
- Encourage your advisees to think ahead about courses they want/need to take prior to the registration period
- Remind students to register early when the registration period opens to get best choice of classes & times
- Refer students to campus resources they may need to be successful

References

Redesigning America's Community Colleges: A Clearer Path to Student Success by

Thomas R. Bailey

Shana Smith Jaggars

Davis Jenkins

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