



Minot State
UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

SEPTEMBER 2015

College Student Inventory

The College Student Inventory (CSI) is an assessment, given to first year students at CONNECT/Orientation sessions that identifies the strengths these students have, the challenges they may face in their first year at MSU, and their receptivity to interventions. The purpose of the CSI is to help students connect with the university and identify those services students may need. One responsibility in advising first year students is to share the results of the CSI with first year advisees. Administrative Assistants have access to print both the Student and the Advisor/Counselor Reports. Academic advisors should contact first year advisees and set up a meeting to discuss their results, preferably in the first few weeks of the semester. During the meeting please spend time talking about the students' educational background and their strengths and weaknesses. Make sure to include information about available resources on campus and in the community and ensure the students that you, as their academic advisor, will be there to provide support throughout their academic career at Minot State. Attached is a CSI Advisor's Guide and a campus resource handout. This guide is designed to assist advisors with understanding the purpose of the CSI and how to use this tool when working with first year advisees. Should questions arise regarding the use of the CSI, please contact Heather Martin at 3265 or heather.martin@minotstateu.edu.

Starfish Early Alert Update

My Advisee was flagged; Now what do I do?

Great news! Many flags have been submitted in Starfish, both concerns and kudos! But, what is the next step? Students and advisors are notified through an automated email message when academic or attendance concerns or kudos

DATES TO REMEMBER

Wednesday, September 2

Last day to add

Wednesday, September 2

Last day to drop a class or withdraw from all classes and receive a 100% refund

Monday, September 7

Labor Day, University Closed

Friday, October 2

Last day to withdraw from all classes and receive a 75% refund

are received. The necessary student support services receive automated email messages when general or behavioral concerns have been submitted. The appropriate individual will take necessary action based on the specific concern; however, these general and behavioral concerns are not sent through automated email messages to students and advisors, nor are students and advisors able to view these concerns in the Starfish portal.

The automated email messages have been a great improvement to our early alert program. Academic advisors are encouraged to take action in working with advisees who received concerns. It is important for advisors to understand the process of accessing flags, responding to flags, and clearing the flag/closing the loop. The following items will assist advisors in understanding the next step.

1. Watch for an email from MSUEarlyAlert@minotstateu.edu – the email includes a summary of flags submitted for your advisees that day
2. Access your Starfish Early Alert portal
 - Go to MSU Home Page – Academics – Blackboard Login
 - Login to Blackboard using your Campus Connect login and password
 - Select Starfish Tab
3. On the Students tab, select Tracking
 - Select students who are flagged
 - If the student has multiple advisors, flags may have previously been resolved and cleared
4. When concerns remain active, reach out to the student
 - A quick listing of campus resources is available at http://www.minotstateu.edu/advising/campus_resources.shtml
 - Options to email the student are available in Starfish, if so desired
5. Clear the Flag/Close the Loop
 - Check the box in front of the student's name and select Resolve
 - Complete the 2nd comment box to clear the flag/close the loop (one step). NOTE: You do not need to place any information in the 1st comment box.
 - An automated email message, including the advisor comments placed in the 2nd comment box, is sent to the instructor to notify him/her the issue has been resolved

- The flag is immediately removed from the student's view in Starfish
- Comments in the 2nd box remain visible to the advisor and instructor in Starfish

A Quick Look for Advisors guide outlining the above process is available at http://www.minotstateu.edu/center/pdf/starfish_quick_look_advisors.pdf.

Starfish questions can be directed to a faculty representative who serves on the Faculty Senate Ad Hoc Starfish Team. Faculty include: Daniel Clayton – College of Arts & Sciences, Kristi Berg – College of Business, Linda Cresap – College of Business, and Johnna Westby – College of Education & Health Sciences.

Featured Advising Article

This month the featured advising article, *Advising: 3 Way to Take the Conversation Beyond Registration*, is available through Academic Impressions. This article includes practical strategies which can be incorporated into your advising sessions. The focus of this article is on student's readiness, understanding of student's needs and expectations of advising, and how to engage students and help them make connections. Author Susan Ohrablo of Nova Southeastern University is a nationally recognized speaker in areas of academic advising and student services. Ms. Ohrablo's article can be found at: <http://www.academicimpressions.com/news/advising-3-ways-take-conversation-beyond-registration>.

Thank You to All Advisors who Assisted at CONNECT

A huge thank you to all faculty who assisted with academic advising at the summer CONNECT sessions! Eight CONNECT sessions were held this past spring/summer to welcome new freshman and transfer students to campus. One piece of this program is to assist students with advisement and registration, which would not be possible without the assistance from many faculty across campus. We look forward to your participation in the Spring CONNECT sessions which will be held, Friday, December 18 and Friday, January 8.

Peer Tutoring and Supplemental Instruction (SI) Schedules

PEER TUTORING

The Center for Engaged Teaching and Learning drop in tutoring program is aimed at providing students with the essential learning tools and resources integral to their academic success. Through the use of highly qualified and trained tutors, the CETL tutoring program seeks to empower the students being served in their pursuit of becoming independent learners. All tutors hired by CETL have been highly successful in the courses they tutor. No appointment is necessary; it is first-come, first-serve. There is no limit to how many times a student may meet with a drop-in tutor during the subject's availability and there is no additional fee for tutoring services. The Fall 2015 CETL Tutoring Center Schedule is available at <http://www.minotstateu.edu/cetl/pdf/Drop-inTutoringSchedule-fall2015.pdf>.

Supplemental Instruction

Students enrolled in BIOL 151, BIOL 220, CHEM 115 or CHEM 341 may want to consider attending Supplemental Instruction (SI) sessions for additional academic support. SI is an academic assistance program that utilizes peer-assisted study sessions. SI sessions are regularly-scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and study skills while working together. The sessions are facilitated by SI leaders; students who have previously done well in the course and who attend many class lectures, take notes, and help students meet the expectations for the course. The SI schedule for the fall semester includes:

CHEM 115: Tuesday, 2 – 2:50 p.m., Moore, Rm 231
AND Wednesday, 7 – 7:50 p.m., Moore, Rm 16

CHEM 341: Tuesday and Thursday, 5 – 5:50 p.m.,
Moore, Rm 231

BIOL 151: Tuesday, 1 – 1:50 p.m., Moore, Rm 111
AND Friday, 1 – 1:50 p.m., Moore, Rm 210

BIOL 220: Tuesday, 4 – 4:50 p.m., Swain, Rm 314
AND Friday, 12 – 12:50 p.m., Swain, Rm 306

Establishment of Academic Advising Council

A new institutional committee has been created to continue the work of the Academic Advising Task Force which was initially appointed in 2014. The Academic Advising Council will continue efforts of reviewing academic advising across campus and making recommendations to enhance the advising services provided. The council's initial efforts include reviewing the Academic Advising Program Review Report which was submitted by the National Academic Advising Association consultants who conducted an academic advising program review on our campus last February. The council membership includes broad representation across campus with faculty, staff and students serving from a variety of disciplines.

Members of the advising council include:

College of Arts & Sciences

Laurie Geller, Mathematics & Computer Science
Jacob Sowers, Social Science
Melissa Spelchen, Criminal Justice/Honors Program

College of Business

Jeanne MacDonald, Business Administration &
Bismarck programs
Lori Willoughby, Business Information Technology
(co-chair)

College of Education & Health Sciences

Don Burke, Addiction Studies, Psychology &
Social Work
Linda Schaefer, Nursing

Professional Staff Advisors/Others

Heather Martin, Center for Engaged Teaching
& Learning (co-chair)
Trisha Nelson, Center for Extended Learning
Eileen Solberg, College of Business
Steven Swenson, Athletics

3 Student Representatives

Catalog Governing Graduation

University and departmental requirements to graduate default to the catalog under which a student initially enrolls with Minot State University. The student and/or an advisor must notify the Registrar's Office if a student is following the requirements of a different catalog. Students can only choose to follow the requirements of a catalog that was published

after initial enrollment, up to six years immediately preceding graduation. In the event courses are eliminated from curriculum, an appropriate substitution must be determined by the department. University or departmental requirements may change to comply with accreditation, certification, and licensing requirements. Should programs be eliminated from the curriculum, the University reserves the right to determine an appropriate phase-out process. If there is break in enrollment, summer term excluded, the student must follow the requirements of the catalog representing the term in which the student re-enrolls. To determine the correct catalog year for your advisees, advisors can view the pdf version of the Academic Requirements Report in CampusConnection. The catalog year and term will be included at the top of this report.

Advisor Skills—Effective Listening

Successful listening requires a number of simultaneous activities: paraphrasing, clarifying, feedback, empathizing, being open, and being aware.

- **Paraphrasing**—Paraphrasing is essential because it keeps you busy trying to understand what the other person means. You can paraphrase by using such lead-ins as “What I hear you saying is...In other words...Let me understand what was going on for you was...Do you mean...?” Paraphrase every time someone says something important to you.
- **Clarifying**—At times, you often have to ask for more information and background to get a fuller picture. Constantly check your understanding of what you hear, not what you want to hear. Ask clarifying or continuing questions to demonstrate to your advisees that you are involved in what they’re saying.
- **Feedback**—To complete active listening you need to share, in a nonjudgmental way, what you thought, felt, or sensed. You need not agree with all of your advisees’ decisions. Your role is to help them make realistic decisions. If you have a reason to believe that a student will fail or is making a poor choice, you should honestly discuss this perception with them.
- **Empathizing**—Try to put yourself in the student’s place as if you were him or her but without losing the “as if” condition.
- **Being aware**—Observe congruence. Most communications have both an intellectual and emotional component. Does the student’s tone of voice,

emphasis, facial expression, and posture fit with the content of his or her communication? If body, face, voice, and words fail to fit, your job as a listener is to clarify and give feedback about the discrepancy. Appreciate the emotion, e.g. voice intonation and body language, behind your advisee’s words.

- **Total Listening**—A student coming to you wants you to listen and will look for clues to prove that you are. A number of verbal and nonverbal behaviors can help you listen and can help you communicate your total attention.

—Crockett, David S. *Advising Skills, Techniques, and Resource*. Iowa City, Iowa: The American College Testing Program, 1988.

Online Student Lingo Workshops

I have test anxiety. I don’t know how to take notes. This is so stressful. I didn’t study in high school, so I don’t know how to study. I don’t know if this major is a good fit. Are these common statements you hear when visiting with your advisees? If so, MSU students have access to online student success workshops to assist in academic & career exploration, reading & writing strategies, discovering learning styles, personal management, and online learning. These workshops are free for students and available 24/7 at www.studentlingo.com/minotstateu.edu. Workshops include:

- Maximizing Your College Experience
- What It Takes To Be A Successful Student
- Exploring Careers & Choosing A Major
- Mastering The Job Interview
- Writing Effective Resumes & Cover Letters
- Creating Your College Bucket List: Explore, Experience, Succeed
- Pre-Writing Techniques: Planning & Idea Development
- Developing a Strong Thesis Statement
- Drafting Introductions, Body Paragraphs & Conclusions
- The Revision Process: How to Proofread & Edit your Writing
- Reading Comprehension Strategies
- Discover your Learning Style
- Study Tips & Note-Taking
- How to Reduce Test Anxiety
- Understanding & Avoiding Plagiarism
- Learning Strategies Every Student Should Know

Exam Preparation Tips & Test-Taking Strategies
 How to Overcome Math Anxiety
 How to Succeed in Math
 Time Management: Strategies for Success
 Overcoming Procrastination: Causes & Cures
 Financial Literacy: Smart Money Skills for College
 & Beyond
 Stress Management Techniques
 Navigating the Financial Aid Process
 Improving Student-Faculty Relationships
 How to Develop Your Cross-Cultural Skills
 Setting & Accomplishing Realistic Goals
 How to Achieve Well-Being, Balance & Success
 10 Tips for Success in your Online Course
 Effectively Communicating Online
 Online Courses: Staying Motivated & Disciplined
 Taking Tests Online: Strategies for Success

Please encourage your advisees to take advantage of these FREE workshops!

Quote of the Month

“There are many definitions of advising, but most stress the importance of understanding individual students and their unique needs. Academic advising is often referred to as a process that involves a close student-advisor relationship. Advising is seen as an important vehicle for helping students achieve educational and personal goals through the use of campus and community resources.”

— Dr. Virginia Gordon, Handbook of Academic Advising

Help Promote Spring '16 Registration

October will be a busy month for academic advising, as current students will begin registering for the spring semester on their assigned registration time between October 20-22. In early October, students will be able to determine their earliest registration date in CampusConnection under their Student Center/Home Page. Students should be reminded to take care of any holds they may have, as many do prevent registration (ie. Delinquent Account, Advisor, Department, Financial Obligation Agreement, Student Health, etc.). To remind students of the upcoming spring registration dates and to encourage students to meet with advisors, “I’ve Been ADVISED” stickers will be available in all departments and can be given to advisees upon completion of their advising session. We want these stickers to be visible across campus throughout the month of October, and beyond, to promote academic advisement. Encourage your students to place them on their academic planners, notebooks, binders, backpacks, or clothes – wherever others will see! If you are in need of additional stickers, they are available by contacting your department secretary, picking them up in the Center for Engaged Teaching & Learning—Old Main, Rm 101, or by emailing Heather Martin.



ACADEMIC ADVISING COUNCIL

Laurie Geller, Mathematics & Computer Science
 Jacob Sowers, Social Science
 Melissa Spelchen, Criminal Justice/Honors Program
 Jeanne MacDonald, Business Administration & Bismarck programs
 Lori Willoughby, Business Information Technology
 Don Burke, Addiction Studies, Psychology & Social Work

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