



Minot State
UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

FEBRUARY 2016

Featured Advising Article

This month the featured advising article, *Advising: 3 Ways to Effectively Assist Students during High Traffic Periods*, is available through Academic Impressions. This article focuses on the following strategies to assist your advisees during the extremely busy times each semester: triage your calls and emails, do your research, and be proactive. 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-effectively-assist-students-during-high-traffic-periods?mkt_tok=3RkMMJWWfF9wsRogu6%2FLZKXonjHpfsX97%2BslW6Wg38431UFwdcjKPmjr1YACTMB0aPyQAgobGp5I5FEJQrDYULN2t6MKWQ%3D%3D.

Academic Advising Council Update

The Academic Advising Council continues working toward enhancing the advising services across campus. Dr. Chris Keller recently joined this group, representing the College of Arts & Sciences. The council is currently focusing on, in addition to our continued efforts of reviewing the campus-wide advising structure, the following areas: developing advisor training, creating an advising syllabus, and implementing a plan for future advisor recognition. Feel free to contact an advising council member to share your input regarding any of the topics previously mentioned. A list of members can be found on the last page of this newsletter or on the advising website, <http://www.minotstateu.edu/advising/committee.shtml>.

DATES TO REMEMBER

Monday, February 22

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

Tuesday, March 1

Campus Connection Workshop (Advisor Center & Student Center) @ 12:30 P.M.

Friday, March 4

Campus Connection Workshop (Repeat of March 1 Workshop) @ 12 P.M.

Fall & Summer semester graduation applications due to advisor

Monday, March 7

Campus Connection Workshop (Academic Requirements Report & Academic Planner) at 2 P.M.

Thursday, March 10

Campus Connection Workshop (Repeat of March 7 Workshop) at 2 P.M.

March 14-18

Spring Break

March 22 – 24

Summer and Fall registration for currently enrolled students

Do you use Campus Connection to its fullest potential?

Please join us to learn how the tools in Campus Connection can streamline your academic advising sessions.

The Academic Advising Council in collaboration with the Registrar's Office will be holding advisor workshops for both new and experienced advisors. Sessions will be held in early March to help prepare advisors as we move into a busy month of academic advising as early registration will take place from March 22 – 24. The focus of the sessions will be to assist advisors in better understanding how to use the tools available in Campus Connection. Sessions will be held in a computer lab, so you will have the opportunity to see the various features in your Campus Connection account first hand and ask individualized questions based on your needs.

The first sessions offered will focus on using the Advisor Center and Student Center in Campus Connection. These sessions are intended primarily for new advisors, but are open to all, and will be held in Old Main, Rm 405 on the following dates and times:

- Tuesday, March 1 12:30 – 1:30 P.M.
- Friday, March 4 12 – 1 P.M.

The following week sessions will be geared toward experienced advisors, but again are open to all, and will cover topics such as using the Academic Requirements Report, the Academic Planner, and the What-if Report in Campus Connection. These sessions will be held in Old Main, Rm 405 on the following dates and times:

- Monday, March 7 2 – 3 P.M.
- Thursday, March 10 2 – 3 P.M.







College Student Inventory (CSI) Research Brief

The College Student Inventory (CSI) is a useful early intervention tool providing academic advisors with advisees' needs, strengths, attitudes, motivational patterns, resources, coping mechanisms, and receptivity to intervention. This instrument also allows the university to gather information about the new freshmen class as a whole and generate reports to assist offices in the work they do to promote student success. Some individuals across campus may not be familiar with the data compiled from the CSI. Each year the MSU

Institutional Research Office prepares a Research Brief which summarizes data from the CSI. An overview of the CSI, student demographics, the Local Means on Major Scales, the Dropout Proneness Report, the Students Needing Academic Assistance Report, and the Advisor/Counselor Report are all highlighted in this document. The Local Means on Major Scales consists of five categories: Summary Observations, Academic Motivation, General Coping Skills, Receptivity, and Supplemental Scales. The Research Brief includes a table with data for each of these five categories illustrating a comparison to the national norm for each scale represented by gender and total percentages. To see these details, and more, the 2015 Research Brief is available at <http://www.minotstateu.edu/instplan/pdf/2015csiresearchbrief.pdf>.




What is my role in Starfish Early Alert as an academic advisor?

Advisors are notified daily through automated email messages (MSUEarlyAlert@minotstateu.edu) when advisees receive academic or attendance concerns or kudos. Academic advisors are encouraged to take action in working with advisees who receive concerns. It is important for advisors to understand the process of accessing flags, communicating with advisees, and clearing the flags. A small change has been made in Starfish when viewing flag details (see the red bullet under step #1). The following steps will assist advisors in using Starfish to handle early alerts for their advisees.

- How to Access Early Alert Flags for your Advisees
 - Login to your Starfish Early Alert portal
- Go to MSU Home Page – Academics – Blackboard Login
- Login to Blackboard using your Campus Connection login and password
 - Click on the following tabs/icons to view flags for advisees
- Select Starfish Tab  (upper right corner)
- Select the Students Tab  (upper left corner)
- Select the Tracking Tab  (below the Student Tab)
- Hover over the flag icon  and click details  to view flag history
- Click  the plus icon to view flag comments (only available if comments were submitted)

PLEASE NOTE: If students have multiple advisors, flags may have previously been resolved and cleared by another advisor.


- How to Correspond with Advisees who have Active Flags

- Reach out to advisees through emails and/or phone calls to provide guidance and support
- Phone numbers and emails are available in Starfish when viewing students' flag history
 1. Option to send messages in Starfish and request copies of the messages to be emailed to yourself, as well
- Provide advisees with appropriate on- or off-campus referrals based on concerns
 1. A quick listing of campus resources is available at http://www.minotstateu.edu/advising/campus_resources.shtml
- How to Clear the Flag
 - Hover over the flag icon  and click clear 
 - To resolve a flag, complete one of the following options:
- Complete the 1st Comment box and click submit  (no email is sent to flag raiser)


Comment:

Add comments indicating why the flag is being marked as cleared.

OR

- Complete the 2nd Close the Loop box and click submit  (email is sent to flag raiser to notify him/her the issue has been resolved)

Close the Loop:

Write a message in the field below to the person who created the flag () to let them know that the flag is being marked as cleared and why. If this field is left blank, no message will be sent.

PLEASE NOTE: The flag is immediately removed from the student's view in Starfish; however, comments remain visible to the advisor/instructor.

A Quick Look for Advisors guide outlining the above process is available at <http://www.minotstateu.edu/center/pdf/Revised1-15-16StarfishOnePageAdvisors.pdf>. Starfish questions can be directed to Linda Cresap or Daniel Clayton, faculty representatives who serve on the Faculty Senate Ad Hoc Starfish Team.

POWER Center expands



New Grant, New Staff, New Students

Minot State University's POWER Center is committed to students' academic, personal, social, and career success. The Center offers opportunities and services designed to optimize individual growth with campus engagement, community involvement, and enriched cultural experiences. These services include:

- Academic tutoring
- Proactive advising
- Advice and assistance in postsecondary course selection and priority registration
- Activities designed to assist students in achieving career and academic success.
- Information on financial aid programs, benefits and resources for locating public and private scholarships and help in completing financial aid applications
- Education or counseling services to improve the financial literacy and economic literacy of students, including financial planning for postsecondary education

The program is funded by two TRiO-Student Support Services grants from the U.S. Department of Education and thus there are some eligibility requirements. To be eligible to participate in the POWER Center, an individual must be currently enrolled or accepted for full-time enrollment at Minot State in pursuit of a bachelor's degree, be a U.S. citizen or permanent resident and meet at least one of three qualifications:

- First-generation college student
- Income eligible (family taxable income is at or below federally determined guidelines; available on our website: <http://www.minotstateu.edu/power/eligibility.shtml>)
- Have a documented disability

Please encourage eligible students to contact the POWER Center at extension 4047 or by visiting the office on the 2nd floor of the Student Center.

Advice for Advisees

Students face a variety of academic, developmental, and emotional concerns throughout the year. Understanding the challenges your advisees may encounter is extremely beneficial, so you can be sensitive to their needs and concerns. Some of the common challenges students deal with around this time of the academic year include the following:

- Academic pressure increases with mid-term exams approaching.
- Cold weather may lead to cabin fever, lack of sun, and decreased physical activity.
- Added anxiety for students looking to finalize summer internships/practicums/employment.
- Increased stress in determining housing arrangements for the next academic year.
- Increased thoughts about suicide and use of alcohol and drugs may occur due to the inability to cope with academic pressures and social expectations.
- Seniors begin questioning future plans, which may lead to added stress and anxiety. Am I ready for a full-time job? Should I have continued with this major? Where should I look for employment? Should I continue with Graduate School? I wasn't accepted to Medical School, now what should I do?

Questioning

Questioning is a helping skill advisors need in order to facilitate discussion with advisees. The situation will dictate what type of questions advisors choose to ask, similar to the type of advising they will employ. Types of questions include:

Closed Questions

- Used to obtain specific facts.
- Best to begin conversations with these types of questions—makes it easy for advisees to enter the conversation.
- Can be used to direct conversation to specific areas.

Involvement Questions

- Draws your advisee more actively into the discussion.
- Can be used to get your advisees to elaborate on their goals, needs, wants, and problems.
- Allows your advisees to discover things on their own.

Clarifying Questions

- Invites your advisees to expand or clarify an idea they previously expressed.
- Feedback of your understanding of what you thought your advisee meant.
- Helps uncover what is really on your advisees' minds.

Continuing (Key Word) Questions

- Ask your advisees for a more detailed explanation of what they were saying.

Quote of the Month

“Effective retention programs have come to understand that academic advising is the very core of successful institutional efforts to educate and retain students.”

— Tinto, Vincent. (1987). *Increasing student retention*. San Francisco: Jossey Bass. 16)

The cost of recruiting one new student to college approximates the cost of retaining 3-5 already enrolled students.

ACADEMIC ADVISING COUNCIL

Laurie Geller, Mathematics & Computer Science

Christopher Keller, Biology

Melissa Spelchen, Criminal Justice/Honors Program

Jeanne MacDonald, Business Administration & Bismarck programs

Lori Willoughby, Business Information Technology

Don Burke, Addiction Studies, Psychology & Social Work

Linda Schaefer, Nursing

Heather Martin, Center for Engaged Teaching & Learning

Trisha Nelson, Center for Extended Learning

Eileen Solberg, College of Business

Steven Swenson, Athletics