

GERMANNA COMMUNITY COLLEGE

ADVISING EXAMPLES



College: Germanna Community College

Example: Advising Redesign Efforts

Target Audience: Faculty, Student Services

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Background:

In 2013-2014, Germanna Community College included strengthening the advising system as a central goal in their Academic Master Plan. Upon review of advising practices, the college determined that students were being served primarily upon demand with advising appointments largely consisting of triaging their selection of courses semester by semester. Believing in the value of advising, the college committed to reevaluate their approach and to determine expectations and outcomes for successful advising. This led to one central goal, restructuring the advising model to provide comprehensive and purposeful advising experiences for all students.

In order to make systemic changes, leadership committed to providing the resources for a full-time Coordinator of Faculty Advising. The Coordinator of Faculty Advising is responsible for directing academic advising to ensure all curricular students are engaged with an assigned faculty advisor who is adequately trained and has the necessary resources to support students. The goal is to work with students and faculty to develop a plan for achieving academic and career goals and to deepen advisor/advisee relationships. This approach is in line with research presented by NACADA, which supports that advising is not a registration or class scheduling process. It is teaching and learning, and the development of learning objectives within an advising context is equally as important as faculty-student interactions in the classroom.

Advising Redesign Efforts:

The beginning stages of Germanna's advising reforms included the development of Master Advisor Training (Level One) for faculty, facilitated in Blackboard, addressing the philosophy, policies, procedures, resources, of advising practices. To improve communication, an in-house monthly Advising Advantage Newsletter was created to include advising related articles, faculty contributions and advising tips. Readership is tracked via a tool called Bananatag, that counts the number of email opens as well as the number of clicks on links within the email. The newsletter is peer reviewed by a team of

four including: the VP of Student Success, Faculty Advising Coordinator, an academic faculty member, and a counselor.

In addition, an academic advising website: www.germannna.edu/academic-advising/ serves as both a resource for faculty and students, and provides access to our advising mission & expectations, syllabus, appointment information, frequently asked questions, faculty advisor contact information, and other advising resources. The site also includes information on Fast 15 Workshops. These 15 minute workshops aid students in reviewing the web site and advising resources, and provide general advising information for academic and career planning. The College also plans to pilot group advising sessions in March and April 2017.

What's Next?

Phase II includes piloting a cloud-based resource, to track and document advising meetings and services. This tracking system coupled with a student survey identifying the greatest advising needs will be used to continue to shape and strengthen faculty advising.

**Although the new VIP-PASS system will incorporate advisor case management tools, GCC is planning to proceed with phase II of the pilot in preparation for VIP-PASS implementation.*

Advising Webinar Series

For the full Excellence in Advising through iPASS Pre-recorded Webinar Series from Achieving the Dream

<https://www.youtube.com/playlist?list=PL4EzW5CoLLhrgW6TCIDfopoPnCFvWS9K7>

Germanna Community College Advising Syllabus

For New Student Advising (your first semester):

Germanna Community College Welcome Centers and Counseling Offices

- Fredericksburg Area Campus – 540-891-3020
- Locust Grove Campus – 540-423-9122
- Daniel Technology Center – 540-937-2934

Advising Mission: Germanna's academic advising program engages students in their pursuit of knowledge and skills necessary to reach their educational and career goals and empowers students to become more independent in those pursuits.

Academic Advising is a shared responsibility between student and advisor that includes certain student learning outcomes as well as expectations for both student and advisor.

Learning Outcomes: The student will

1. Demonstrate knowledge of his/her degree program's requirements.
2. Demonstrate a thorough understanding of his/her academic/graduation plan.
3. Identify and utilize appropriate internal and/or external support services.

Measures of Success: The student successfully

1. Student creates a draft academic plan prior to advising meeting.
2. Identifies where to find their program requirements and admission and registration policies and procedures.
3. Identifies the services offered by various departments on campus.
4. Contacts their faculty advisor via email, phone, in person, or chat and follows through on advisors input.

Expectations: Advisors and advisees both play important roles in the advising process.

You can expect your faculty advisor to:

- Encourage and guide you to develop and pursue your goals and assist you in creating an academic plan.
- Refer you to appropriate campus resources.
- Be accessible via phone, email, and by appointment and respond to you in a timely way.
- Follow through on actions promised to you.
- Recommend appropriate classes and direct students to other tools/resources to assist students in course selection and registration.
- Assist you in gaining decision-making skills and help you take responsibility for your educational plans and decisions

- Maintain confidentiality (will not discuss issues with parents or non-college persons without your written permission; will respond to academic questions only via germanna.edu email accounts) refer to FERPA Policy (34 CFR § 99.31):

We expect you to:

- Be prepared for your advising meeting (guide below)
- Become knowledgeable of campus policies, procedures, and resources
- Be open and willing to consider other perspectives
- Reflect upon your goals and educational plans and be prepared to discuss them
- Review your academic progress throughout the semester
- Create and regularly update your academic plan
- Take primary and increasing responsibility for making your own decisions based on available information and advice

Advising Appointments: BE PREPARED

Advising appointments are a great opportunity to have your faculty advisor listen to your concerns, celebrate your accomplishments, and answer your questions. Complete the following steps before an appointment with your faculty advisor to help ensure you have a productive meeting:

- Note your appointment date and time and notify the faculty advisor as soon as possible if you can't make the advising session. With notification, they can then help another student.
- Review your unofficial transcript in your Student Center and create/update your Planner in your Student Center
- Prepare a list of questions to ask your advisor
(Go to <http://www.germanna.edu/academic-advising> for an advising form.)
- Follow through on advising recommendations/To Dos/Referrals in a timely way.

Resources: refer to the Advising Website at <http://www.germanna.edu/academic-advising/academic-advising-resources/> for important resources and information regarding advising at Germanna Community College.

For questions regarding this syllabus, please contact: Carolyn Bynum, Coordinator of Faculty Advising, 540-834-1053 or cbynum@germanna.edu