

Advising Notes: by Advisors, for Advisors

Fall 2017

WSU Advisors Win Best of State at 2017 MIACADA Conference

By Stephanie Chastain, Engineering

Rachel Pawlowski, academic advisor in the Irvin D. Reid Honors College, and James Fortune, academic advisor in the Maggie Allesee Department of Theatre and Dance, presented on the important role of general education requirements at the 2017 MIACADA conference in Lansing this spring. Their presentation, titled “Not Just Another Box to be Checked – Creating a Connection Between General Education and Lifelong Learning” won the Conference’s “Best of State” recognition. Along with this honor, they received \$500 to support their attendance and presentation at the NACADA Great Lakes Region V Conference in Columbus next year.

Both advisors participated in Reform Subcommittee on interdepartmental on helping students better general education sparked presentation. Each advisor student population, which to their presentation. James conference attendees with a the most common student take this?” He is especially others the value of a liberal helps with personal growth types of careers and development of life skills. The presentation identified specific situations and useful strategies to address a variety of students’ concerns and one goal of the presentation was to provide practical applications for non-WSU advisors to implement at their home institutions.



WSU’s General Education WSU Communities. This collaboration which focused understand the purpose of the idea for their interacts with a different brought unique perspectives looked forward to providing toolkit for answering one of questions: “Why do I have to passionate about teaching arts education; to see how it and prepares one for different experiences through the

Rachel also discussed a few strategies and tips on developing successful presentations for future conference presenters. The first tip is to present on something you believe in. Your audience will tell that you are being genuine and it will give your presentation the appearance of a natural conversation. A second strategy is to cautiously and creatively name your presentation. You want the title to entice the audience as well as honestly represent what you plan to talk about. A third tip is to start practicing at the institution level (at the WSU Advising Summit or an ATA Lunch and Learn) to become more comfortable with the content and to refine your presentation. You will be able to better anticipate questions and develop your flow. The final tip is to co-present with others in your advising community if you are feeling nervous.

Congratulations, Rachel and James! And thank you for all that you do for our University and its students.



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The W Food Pantry

Wayne State University recently received a grant from the McGregor Foundation to research precariously housed and homeless students. What they found were students struggling not only with housing but also with food insecurities. They began to look at the best practices of similar universities, the Urban 13, and colleges across the state of Michigan. They also worked closely with the College and University Food Bank Alliance (CUFBA) for ways to “provide students in need with access to nutritious food at no cost” and “reduce the stigma surrounding food pantries and food insecurities”. Modeled after a similar service at Eastern Michigan University, The W Food Pantry at WSU was launched April 2017.

How does a student get access to the W Food Pantry?

All currently enrolled WSU students are eligible for the program. While there are no financial questions asked, there is (typically) a process to obtain access to the pantry: A first time user will fill out a quick three-question form upon arrival, receive a re-usable bag (which they are asked to bring back for sustainable services), and then shop with a pantry volunteer. They will pick one canned fruit, two vegetables, and choice of a pasta or potato. Students have access to the pantry twice per month. However, in an emergency students can contact the pantry for a third visit. (Note: feminine hygiene products and toiletries are not counted as “visits”).

Where does the food come from?

The W Food Pantry is a member of Gleaners, where much of the food is purchased. However, the pantry relies heavily on donations and food drives throughout campus as well. Food collection boxes are located throughout campus and various programs have taken place to raise donations for the pantry. The most popular items? Cereal, salad dressing, and condiments. From April to July 2017, 350 WSU students have been serviced and more than 4,385lbs of food has been distributed.

Who runs the W Food Pantry?

Rainessa Williams-Fox, through the Dean of Student’s Office, oversees the pantry along with a student coordinator. She was kind enough to meet with me and show me around the food pantry. She is currently forming an 11-person team called “W-leadership team,” comprised of all WSU student volunteers, which will be in place August 2017.

What other services are there?

The W Food Pantry partnered with the Health and Human Services Department to provide two case workers specifically for WSU students. They assist students with learning how to apply for state and federal benefits, childcare, food benefits, and other outside resources. The case workers are available every Tuesday and Wednesday, 9am-4pm, in room 252 of the Welcome Center.

What is next?

Rainessa is currently working on bringing perishable food items to the pantry. The pantry recently acquired a refrigerator to stock frozen vegetables and fruits, poultry, and dairy. They are also researching vegetarian and gluten free options and hope to provide special programming for students such as “Healthy Eating in a Dorm,” “Adulting on a Dime,” and “Cooking in a Microwave.” Rainessa is also working on communicating how the W Food Pantry works to all WSU employees through campus email alerts, social media, referrals, word of mouth, and presentations.

What can you do?

Many departments across campus are already holding food drives or have food collection boxes outside their offices, and volunteer opportunities are available for staff, students, and student organizations. To volunteer or donate, please contact: doso.wayne.edu/foodpantry or TheW@wayne.edu.

The W Food Pantry is located at 703 W. Kirby across from FAB.

Advisor Spotlight: Stephanie Chastain

By Rachel Pawlowski, Honors College



Stephanie Chastain, an academic advisor from the Department of Computer Science, has been advising at WSU since January of 2015. For those who don't know her, she is also a 2 time alumni of WSU. She received her bachelor's degree in Psychology Honors with University Honors in 2011 and just completed her Masters of Education in Educational Psychology in 2017. Previously, she received an MA in Higher Education Student Affairs Administration from Eastern Michigan University in 2014 and she is currently working on an Educational Specialist Certificate with a concentration in Learning Design Technology at WSU. Needless to say, Stephanie finds value in higher education.

Stephanie's career path that led her to WSU was a diverse one. She served as a Pharmacy Technician for CVS from 2008-2013. She was a Graduate Assistant at EMU for their SI programs from 2012-2014. She taught UNIV 101 at EMU (similar to WSU's FYS 1010) in Fall 2013 and Fall 2014. In 2014, she also worked as an intern at the non-profit Center for Youth Program Quality, doing program assessment for after school programs in K-12 schools. Stephanie then started at WSU in 2015. She enjoys 80s and 90s action movies, bike riding, exploring Michigan breweries, and spending time with her 2 cats, Miller and Stella. Some unknown facts about Stephanie is that she enjoys astrology, understanding astrological zodiac signs and their meanings, and that she is very good at drawing.

In Fall 2016 she was elected to the Academic Advising Council (AAC) as President-Elect and will be serving as President for the 2017-2018 academic year. Stephanie ran for this position because she believes that supporting and promoting advising is what leads to student success. She hopes to strengthen the purpose of the AAC by creating better pathways between the academic advising community and the administration. She wants the AAC to be a voice for academic advisors and to help this group bring forward issues and solutions related to student concerns as well as professional growth issues. Her proactive advising philosophy as well as her ideals of being genuine, honest, and herself with students makes her a great representative of the academic advising community at WSU.

We wish Stephanie a successful year as AAC President!

Good News

Kimberly Morgan, Department of Mathematics, completed her Masters in Applied Mathematics this S/S 17 term.

Laura Hetzler, University Advising Center, completed her M.Ed. in Educational Psychology this S/S 17 term.

We want to hear your "Good News!" Please send along any personal or professional highlights from the past term; accomplishments, milestones, and other life events. Submit information to Kate Bernas at ab9599@wayne.edu.

Are you looking for some quick and easy communication opportunities using AW? Consider the following:

1. The Academic Success Center has posted their Fall 17 Study Skills Workshops (success.wayne.edu). Consider sending the PDF as an attachment to your assigned students. 1. Select all students 2. Under Action select "Send Message" 3. Compose a message, upload the attachment and 3. Send as an email. You can include the url for the RSVP page as well.
2. Does your department or college have major-specific student organizations? Encourage your students to get involved by sending a text about the first meeting of the year. Follow the steps above except switch over to "Send Text."
3. In the weeks leading up to a new term, consider sending an email or text reminder of your regular drop-in availability. Students might appreciate the final push to get them registered and including the AW address could yield more appointments or even campaign responses. Don't forget to select students registered in recent terms as well as the upcoming term.



For Appointment Campaigns used as group advising or information meetings, consider these trouble-shooting tips:

1. You can set up separate campaign time for each session, but make sure your campaign dates include all your session dates so students will see all options.
2. Students who claim they cannot find certain (or all) sessions may have classes scheduled during your workshop times.

Introductions

By Cody Bailey-Crow, CLAS



Erin Anderson is the newest member of the College of Fine, Performing and Communication Arts advising staff here at Wayne State. She was hired to replace Ali Pavlicek and takes on the role of Academic Advisor – Success Coach for students in CFPCA who are on academic probation.

Erin comes to WSU having recently graduated from the Higher Education Student Affairs (HESA) program at Eastern Michigan University, during which time she served as a graduate assistant in the Holman Success Center. In her capacity there, Erin served as both a success coach and a UNIV 101 instructor (a course like our own FYS 1010), a role she hopes will provide a valuable foundation for her as she begins working with CFPCA students.

Erin earned her bachelor's degree from the University of Dayton, majoring in Middle Childhood Education with concentrations in math and science. As an undergraduate, Erin took on her first role as a success coach in her work tutoring student athletes. In fact it was during her time as an undergraduate student, and while earning her teaching certificate, that she realized that her true passion was working in Higher Education.

Now at Wayne State University, Erin hopes to have a significant impact on the students in CFPCA facing academic probation. She is also looking forward to getting to know many of the other advisors across campus, especially as she begins attending events throughout the year. Furthermore, Erin is also excited to learn more about the city of Detroit, having not spent too much time in the city, and to try out some of the many new restaurants that are opening up.

On a more personal note, when Erin is not working she enjoys painting and playing soccer in an Ann Arbor based league. She currently lives in Belleville with her fiancé (Erin got engaged this summer shortly after accepting her position at WSU) and her boxer named Molly.

As we begin the new academic year, please look out for Erin at future professional development and social events. We are certainly happy to welcome her to our great advising family at WSU and know that she will fit in well!

TOP 10: Useful BANNER Screens for Advisors by Royanne Smith, CLAS

So why do we need to know BANNER Student screens when we have EAB, STARS, and Degree Works? One reason is that sometimes we can access BANNER when other systems go down, so being able to navigate Banner can be a work-around on those rare occasions. The histories go much further back than EAB and STARS, too. Another reason is that EAB and other systems pull information from BANNER, but those systems do not pull in all details. To give you an idea, try exploring some of the following “forms”. Note: These forms are view-only with the exception of the override form SFASRPO.

Student Academic Record Forms:

SHACRSE: This displays all classes taken and grades a student has earned at WSU. There are indicators when a class has been repeated and/or grade changes made. *(Tip: If you want to see classes from all terms, leave the term box empty.)*

SHATRNS: This shows the courses a student has transferred in from other institutions.

SGASTDN: This displays the student’s current status at the University, current and past programs, graduation status, etc.

Registration Forms (We’ll count these two as one.):

SFASRPO: You probably already use this one to apply overrides when a student in your program or major needs to repeat a course, register for a restricted section, or get into a full class with the instructor’s permission. Advisors should only apply overrides for their own programs.

SFASTCA: This shows all registration activity on a student for a given term. This is very useful if you grant overrides through SFASRPO because it shows the error messages the student received when attempting to register for a class. It also provides the date of the attempt. Often students will just tell you that they weren’t able to register but they don’t know what error message prevented the registration. Using this screen can really cut down the time it takes to figure out what override codes to use.

Student Accounts, Scholarships, and Financial Aid Forms:

While we don’t claim to be experts in these areas, being able to view these forms can help us advise holistically and guide students to the appropriate student service offices.

SOAHOLD: This shows all holds that a student has currently or has had in the past. Unlike STARS, SOAHOLD includes the phone number of the office that generated the hold if it was generated automatically. It also spells out what the hold actually is, which is helpful for those instances when the hold is listed as “other” in STARS.

TSAAREV: This shows the student’s account history at Wayne State. It shows disbursements and payments, and it includes the sources such as grants, loans, and scholarships. It also shows the activity dates. While EAB might indicate a balance due (as >\$1500), and STARS shows an account hold, BANNER shows the actual up-to-date balance. *(Tip: If a Printer Destination screen appears when accessing TSAAREV, click on the X of the blue TOADEST bar.)*

RPAAWRD: This shows the student’s financial aid awards for a given academic year. It shows whether the award has been accepted or declined and allows you to look at previous academic years for comparison.

Admissions and Personal Information Forms:

These forms can be helpful when trying to find WSU people who have not been at WSU for a long time.

SOAIDEN: This is the personal search form that you can use to find the ID’s (or names, if you only have the ID number) of anyone who has been a student at, worked for, or donated to WSU. Since these records go back for decades, you can locate people that you may not find in the WSU directory, STARS, or EAB. It also provides birthdates.

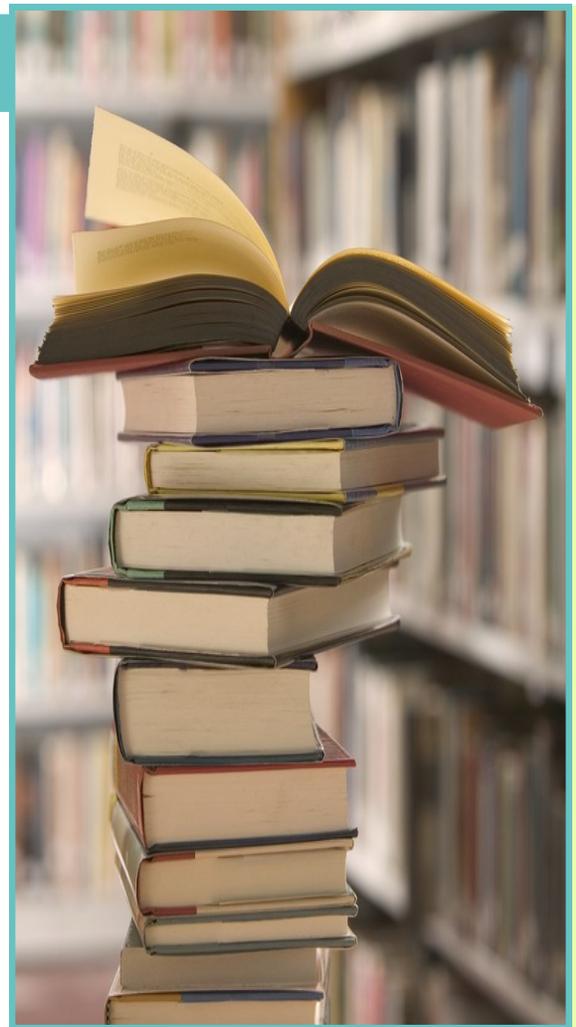
SPATELE: This provides the history of telephone numbers (active or inactive) of anyone that you can locate in SPAIDEN. It indicates whether the phone number is a cell, business, or home number.

SOADDRQ: This provides a history of addresses (active or inactive) of anyone that you can locate in SPAIDEN. It also indicates business and mailing addresses.

Tips for navigating BANNER forms: Use the Control>Page Down or Control>Page Up keys to move from block to block and the F8 key to make a query. Clicking the X on the blue form-name bar can allow you to return quickly to the general menu when you want to exit a form.

AAC Update by Stephanie Chastain, AAC President

- This summer, Ryan Ferrante, AAC Training Committee Chair, took the initiative to plan three advisor meet-ups at local area restaurants and bars. The goal of this initiative is to foster advisor relationships outside of the office. The first advisor happy hour took place at The Common Pub on June 23 and about nine advisors attended. The second happy hour was at The Block on July 27 with 11 advisors in attendance. The third was August 25 at Seva. Hopefully advisors enjoyed these get together and the opportunity they provide to unwind before the new semester begins.
- The Academic Advising Council would like to recognize and welcome its newest members: Chelsea Smith, President-Elect; Dawn Niedermiller, Treasurer; Robert Hellar, Professional Member-at-Large; Amanda Horowitz, Member-at-Large; and Desmond Mack, who was recently chosen as the Communications Committee Chair
- The Advising Summit will take place on October 5 and 6. The theme for the summit encompasses student success and technology.
- Several AAC members are also represented on the Advising Excellence Committee that is working closely with EAB to provide suggestions on how to best format and utilize the software's capabilities. The AAC President will speak about some of the accomplishments of the committee during the AAC Business Meeting at the Advising Summit.



ATA Update by Kate Bernas, ATA

With the launch of Advising Works (AW) this past March, most of the work within the ATA this year has been focused on formal and informal training throughout campus, supporting advisors work within the site, and preparing for the next phase of training for advisors.

Indeed, since advisors began using the platform, it became clear that other offices who rely on advising notes and the ability to review student records needed at least Overview training on how to use the site. Training has been provided for some, if not all, members of the following offices: Academic Success Center, Student Disability Services, Office of the Ombuds, OISS, Career Placement, OMSE, Office of the Provost, Registration, the Student Success Center, and Financial Aid. In addition, many advisors took advantage of the “Special Topics” training offered throughout the summer on “Running Searches and Creating Watch Lists” and “Appointments Campaigns.” It appears that these features are being used and, hopefully, creating a positive impact on the advising practices at WSU. “Alerts and Cases” training for advisors will be offered at the end of September. Keep an eye out for a formal announcement of dates and times soon!

The fall will also bring another round of the 6 module Advisor Training Curriculum in October. Those dates have been launched and are posted on the ATA website. Level 2 Certifications are also growing and all Level 1 advisors are encouraged to contact Kate (ab9599) for ways to complete your Certification. Another recognition program will be planned for the end of the year to recognize all new Level 1 and Level 2 Certified advisors from 2017. That date will also be sent out via special invitation.

Finally, keep an eye out for a “themed” series of advisor trainings during the upcoming academic year. And don’t forget our first Webinar on September 12 and Lunch and Learn on September 22.