

Advising Notes: by Advisors, for Advisors

Spring/Summer 2016

Some thoughts on the 2016 NACADA Regional

By Mary Zinser, Assistant Director, Office of Undergraduate Student Services, Mike Ilitch School of Business

I've been a NACADA member since I began advising in 2009. I'll admit to having some lapses in my membership, but overall I have found value with the publications and used the Clearinghouse for articles while earning my masters. I have received the emails and notices regarding conferences and, like many, checked the dates, thought it would be nice, and then let it slip off the radar until the next time. And then it starts all over again.

So, when my Assistant Dean put it *on* my radar and asked if I wanted to go, I jumped at the chance. Thank goodness I had a passport. On April 6th I boarded a train and headed to Toronto for the NACADA Region 5 Conference.

The most difficult part of the conference was deciding what to attend. There were 43 sessions spread over six time periods. This doesn't include the pre-conference workshops, the new attendee's orientation, the common reading session and the poster session held the final morning. So I focused on the sessions relating to issues my office deals with most frequently: probation students, non-traditional students, conflict management and parental involvement. I received some excellent tips for probation students that I am hoping we can implement at the Ilitch School. I also attended a session on e-portfolios because it is an interest of mine.

NACADA Executive Director Charlie Nutt provided an passionate keynote speech where he stressed the need to grow our profession through research. He also emphasized continuously looking for opportunities to learn and grow - ourselves and those around us.

The common themes and buzz words heard throughout the conference were student self-authorship and identifying fixed and growth mindsets (Luckily, I read that book. Thanks Kate!).

Overall the conference was a great time to take a step back and focus on what I do and how to do it better. I met some passionate advisors and learned how other institutions handle advising. It also planted a seed in me to contribute and maybe present myself one day at a conference. I have to thank the Mike Ilitch School of Business, and especially Linda Zaddach, Assistant Dean for Undergraduate Student Services, for providing the resources that allowed me to go.

I would encourage all advisors to put next year's conference in your calendar now. The NACADA 2017 Regional conference will be held in Rosemont, Illinois March 22-24.

Hope to see you there!



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EDITORIAL BOARD

- Kate Bernas, ab9599@wayne.edu
- Cody Bailey, fs3981@wayne.edu
- Rachel Pawlowski, fg6313@wayne.edu
- Royanne Smith, ad2073@wayne.edu
- Kenya Swanson, ae4082@wayne.edu
- Stephanie Chastain,
bc0105@wayne.edu
- Tracy Castle, fk4510@wayne.edu
- Kim Morgan, eb4704@wayne.edu
- Mary Zinser, dz2123@wayne.edu

Advisor Spotlight: *Shantalea Johns*

By Kate Bernas, University Advising Center



Shantalea Johns, ASO for the School of Social Work, claims our Advisor Spotlight in multiple ways in this edition of Advising Notes (she is also featured in our “Good News” column this month). Having earned her BSW ('07) and MSW ('08) at Wayne State, Shantalea is one of a unique, and highly valued, brand of “home grown” academic staff, and a WSU success story through and through.

Shantalea’s many personal and professional successes began with her decision to pursue college. As the first generation in her family to attend college, she knew she wanted to earn her degree and work in a helping profession, but was not sure what major she wanted to pursue. By chance, she attended a meeting of the National Association of Black Social Workers and immediately connected with, and felt mentored by, many of the women she met there. Shantalea immediately made her mark within the School, and was named Student of the Year during her undergraduate program. She was also inspired by her former WSU advisor and instructor Janet Joiner, who not only made Shantalea want to work in higher education, but who also encouraged her to apply for a part-time advising position within the School. Shantalea began working part time for the School of Social Work in 2009, and became a full-time ASO in 2013.

Shantalea’s contributions within the School go beyond the 300 undergraduate students she advises; they include her work in admissions, curriculum development, learning communities, career development and student life. This year she will also add “Instructor” to her list of titles as she prepares to teach a section of SW 1010 for the first time this fall term. Her recent appointment (the first ever from Wayne State!) to NACADA’s Emerging Leaders program is only the latest of her many achievements and will allow her to pursue her many professional goals such as writing for publication, and presenting.

In her personal life, Shantalea is married and has two children (Aaron, 7, and Allison, 6). She is an avid reader and loves to bike, camp, travel and spend time enjoying the outdoors. Her husband, Alan, will begin his undergraduate coursework at WSU this fall. In Pre-Social Work, of course!

Academic Advising Council Update

By Kenya Swanson, WSU-AAC President and OMVAE Advisor

The AAC had their first Mix and Mingle and it was very successful. The intent was to have the opportunity to connect with each other and renew ourselves to be more mindful advisors.

Thank you to the committee for putting together such a wonderful event, and to Cheryl Kollin, Heather Sandlin and Loreleigh Keashly who presented.

Loreleigh Keashly spoke about working our degrees of freedom- controlling what we can control and making peace with the rest. If you would like the handout, please let me know.

As a thank you for your hard work, all advisors present received a book, **Positivity** by Barbara Fredrickson. If you did not receive a copy, please contact Cheryl Kollin @ c.kollin@wayne.edu.

The Annual Advising Summit will be held September 19 through September 20, 2016. The theme will be “Diversity: What’s My Role?” and the Call for Proposals is currently open through June 13, 2016.

Finally, please don't forget to vote in the Academic Advising Council's election! We need your input in order to be effective.

The Student Service Insider

Transfer Student Success Center (TSSC)

By Cody Bailey, Dept. of Geology

Wayne State University is a BIG place. It is not uncommon for new students to feel overwhelmed by the many different people, buildings, roads and walkways at the institution - never mind trying to navigate the myriad support services available to them. As most advisors already know, WSU has quite a large transfer student population, most of whom connect with us early in the transfer process. But what about those undecided, unsure, or prospective students who arrive on campus; where do they turn to? Enter the Transfer Student Success Center!

Located in the UGL, the TSSC provides several helpful, concierge-type services to transfer students. It is a place where any transfer student can get answers to the basic questions most of us take for granted, such as:

- Where are certain departments or people located?
- Where can transfer credits be reviewed?
- How can an advising appointment be scheduled?
- What systems does WSU utilize (e.g., Academics, Degree Works) and how are they accessed?
- What are the steps in the transfer student admissions process?

Often, the TSSC acts as a bridge between new students and their eventual department at Wayne State University. The TSSC strongly encourages students to meet with advisors (in multiple departments if necessary) and will even do the leg work of scheduling such appointments for them when necessary. The central goal is to help make the transition as smooth as possible.

In addition, the TSSC provides a good amount of outreach for prospective students through Open House programs, community college visits, TSSC "On the Road" events at WSU Extension Centers, Admitted Student Days, Resource Fairs, Transfer Scholars Day, New Student Orientation, and the University Bound Summer Program. Clearly, the TSSC puts a lot of effort into recruiting new students and ensuring they experience a smooth transition once they're here.

So how can we, as an advising community, mutually benefit from working with the TSSC? When meeting with new transfer students, be careful to assess their needs as best as possible. If you sense the student may be unsure of their major or if they might simply need another advocate in their corner, a reference to the TSSC could be a great recommendation. In turn, the TSSC will continue to refer students to various departments to make those all-important connections. It really is a win-win for all involved.

Special thanks to TSSC staff members Douglas Freed, Director, and Jo Bains, Manager, for providing information for this article.

Trainee Tip

By Kim Morgan, CLAS

Expand the use of your WAMS calendar by putting meeting and event details in the non-advising schedule blocks instead of maintaining it on another calendar. You can also use the 7-8 am time slot to put in "to do" items. Add a non-advising block with the administrative task or student follow-up information. The 7am block doesn't interfere with the day's appointments, and can be seen at the start of the day. Delete when completed, or edit with your notes.

Advisor Training Academy Updates

The ATA is excited to report that it completed its first full presentation of the **Advisor Training Curriculum** leading to **WSU Level 1 Advisor Certification** this April. The six module curriculum ran over three afternoons and was attended, in some part, by over 40 WSU advisors and a few interested staff. At this time, 25 of those advisors have earned Level 1 certification.

All 6 modules will be offered again this fall. An announcement of the dates will be sent out on Blackboard and will be posted on the ATA website calendar. A formal recognition program for those who earned certification in both the spring and fall is being planned for late 2016. Contact Kate Bernas (ab9599) with any questions regarding the Level 1 or Level 2 certification process.

Finally, watch for upcoming training announcements on using the **Noel Levitz (CSI)** survey with incoming Fall 16 freshmen.



Top 10: Degree Works Tips and Tricks

By Avanti Herczeg, CFPCA

1. What is the difference between “**Also Allow**” and “**Apply Here**” when making an exception in Degree Works?
 - **ALSO ALLOW** says, "Degree Works can add a class to the list of possibilities for this program requirement, but only if it adheres to the minimum grade that is coded within the requirements."
 - **APPLY HERE** says, "Degree Works, PUT THIS CLASS here! Disregard what the Degree Works Team coded as far as minimum grade, residency, etc. I want THIS CLASS here." (Similar to an override).
2. A **FORCE COMPLETE** exception should only be used when you are completely waiving a requirement. If the student has completed the requirement by way of a different class, one of the other exceptions should be entered.
3. When saving a worksheet as a PDF, you may see that the file type is CGI. You can change this by typing ".pdf" at the end of the file name.
4. Notes can be added to an academic plan in three different ways: to the overall plan, to a term, and to a specific course. You must save a plan **before** adding notes.
5. When using transfer credit as a substitution, you may see SPA 3XXX on the student record more than once. You can specify which SPA 3XXX course you are using for the substitution by using the 'with' pull-down fields under the Substitution exception. For example, to specify a 4 cr. SPA 3XXX: After “With,” choose “DW Credits,” then “Equal to,” then “4.”
6. The **CLASS HISTORY** link will show courses for which a student has completed/is currently registered semester by semester.
7. In order to save a **WHAT-IF** scenario, you must first select “Save as PDF” before selecting “Process What-If.”
8. An academic plan must be marked as '**ACTIVE**' and '**LOCKED**' in order to turn on tracking. Tracking will notify users if a student is not registered for planned courses.
9. If a class appears in “Not Counted,” but you're expecting it to, it could be removed because of one of the following scenarios:
 - Liberal Arts and Science has a limit of 30 professional credits.
 - Transfer of more than 64 credits from a community college.
 - Too many LFA, MUP, MUA, DNC, etc. courses. Each college has credit limits on certain subject areas that impacts the "Credits Applied" field.
10. If you notice something that is inaccurate in Degree Works, it is best to contact degreaudit@wayne.edu, rather than entering an exception.

Bonus: Check out the Degree Works feed on Academica for more “tips and tricks!”

The next Degree Works training session is May 6th from 10-12. Sign up on Academica: Training, Seminars, and Workshops.
Special thanks to Chris Wolfs and Elisha Ables!

Good News



Shantalea Johns, School of Social Work, was selected for membership in the 2016-18 class of the NACADA Emerging Leaders program. She is one of 10 leaders selected (and the first ever from WSU!), along with 10 mentors, from an international pool of applicants, for a two-year mentorship and professional development experience. Among her other goals for the program, Shantalea hopes to develop leadership experience, pursue scholarship in the field of academic advising, and inspire other women of color to pursue higher education. Congratulations, Shantalea!

We still 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.

Introductions

By *Royanne Smith, CLAS*

In my interview with Liz Reinhardt, our discussion centered around two themes: student services and the importance of a healthy lifestyle. From the time that she was in high school Liz knew that her career path lay in the area of human services. It was a natural direction since her family had belonged to a foster care network, opening their home to kids in need of a stable and supporting family life. As a student assistant in college, Liz worked in the Federal TRIO Program office and saw first-hand the barriers that first-generation students and disadvantaged populations encounter. Upon earning a bachelor’s degree in social work, she was employed by Big Brothers Big Sisters for four years. Then, Liz reached a crossroads in her life and decided to pursue a career in higher education, specifically in the area of college access (the seeds of which were sown during her undergraduate years in the TRIO Office). She completed a Master’s in Education program and soon found employment as a disability resource coordinator at Washington University in St. Louis. She remained in that position until relocating to Detroit in 2015--where she was snatched up by WSU’s Department of Communication.



Both Liz and her (newlywed) husband Michael work for Wayne State and share a commitment to community service. They are also what I would characterize as fitness buffs. Together they play volleyball and soccer. They also bike, run, and workout at home. Extremely health conscious, Liz is a wonderfully creative cook. She enjoys concocting tasty vegetarian recipes as alternatives to traditional meals and treats. During our conversation she described a mouthwatering recipe for brownies which I hope she will share with our advising community soon -- the finished products as well as the instructions for making them.

Trainee Tip

By *Kim Morgan, CLAS*

The United States

Bureau of Labor

Statistics’ Occupational

Outlook Handbook is a

great resource for your

students when looking

into possible careers.

Check it out with your

students:

bls.gov/ooh/

