Master Advisor Training for Faculty Advisors

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What you will learn

• Development of Master Advisor Training at LLC
  – Process
  – Timeline
  – Keys to success

• Content and schedule of program
Structure of Advising

• 7 Divisions, 7 Counselors and 118 faculty advisors
• Mandatory advisement for all degree-seeking students (about 6,000 students)
• Faculty advise by contract. Minimum of 15 advisees and begin to earn overload at 41+.
• Counselors are responsible for faculty advisor training
Advising Task Force

• Formed by the Cabinet in 2011 to strengthen advisement at Lake Land College. Two reps from each Academic Division and 2 Counselors.

3 Goals were identified:
  – Conduct needs assessment
  – Create a faculty advisor training program
  – Increase communication
Shout out to NACADA!


3.5 year process to implementation
Getting started

• Break down the process into manageable parts
• Short term accomplishments are important!
  – Changes to our advising resources online
  – Moved from student satisfaction survey for advisors to an assessment of what students know and are able to do after advising session.
  – Created advising campaign
Educating Advising Task Force
2011-2012

- NACADA
- CAS Standards
- Helping faculty view advising as teaching advanced their development and added new value to our mandatory advisement program
- Reviewing LLC advising surveys, current program and literature review
Write down two things about your current training program that you would want to keep.
Write down two things about your current program that you would want to change/eliminate.
Creating the framework 2012-2013

- Review LLC advising surveys (students and faculty)
- Brainstorm skills and knowledge for all LLC faculty advisors (consistency)
- Categorize skills into beginning, intermediate and advanced
- Recommendations of what all sessions should include: role play, case scenario, interactive sessions
- Sessions offered in a cohort model over a period of time
Session development
by Counseling Services 2013-2014

Summer 2012
• Fit skills together into training sessions
• Matched Counselors to their areas of responsibility and strengths

Fall 2013
• Counselors developed sessions and presented each session to the Advising Task Force

Spring 2014
• Counselors made changes based on feedback from Advising Task Force
Program Consistency

• Course outline
• Power point
• Role play
• Case scenario or activity
• Assessment tool
• Counselors were assigned to develop a specific session, but information is well organized so any Counselor could present any session
Write down two road blocks to creating/-changing your advisor training program.
Keys to Success

– Administration values advising as retention tool
– Master Advisor Training is a collaboration between Student Services and Academics
– Faculty learn advising as teaching
– Use existing resources
– Don’t rush the process!
Thank you for your time!

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Master Advisor Training (MAT)

Academic advisement will provide the opportunity to get to know your students and have a direct impact on their college experience. At Lake Land College we recognize that a strong academic advising program is a key component of student retention. For that reason, we have a comprehensive advising training program that you will experience over the next year and a half, with 8 points of contact for learning technology, degree audit, interpreting test scores, advising theory and much more. This is a cohort model, so you will move through the program with other new faculty members. All sessions include role play and student scenarios to maximize learning opportunities.

“When practiced with competence and dedication, academic advising is integral to student success, persistence, and retention. In an age often characterized by impersonal detachment, academic advising provides a vital personal connection students need to persist and succeed.”

—Marsha Miller, NACADA Assistant Director
Training Schedule

Fall Semester

**September: The Basics**
This is a one-on-one training session with you and the counselor for your division. This will prepare you for your first round of advising that starts next month.

**October: Check in**
This is one-on-one check in with the counselor for your division. This is the advisement period for spring semester, so you can get specific questions answered about your advisees.

**November: Registration Debriefing**
This is the first group meeting where we will discuss your initial advising experience and work through specific scenarios.

Spring Semester

**February: Intermediate Skills I**
This session will review degree audit, Personal Education Plan (PEP), transfer resources and policy/procedure related to academic advisement.

**March: Intermediate Skills II**
This session is designed to prepare incoming advisors in career advising and resources available to students as they move through their academic career.

**April: Student Services Tour**
Visit all of the places on campus you’ve heard about, but haven’t had time to see. Referral is an important part of the advising process, and this session will help you better understand who assists your advisees.

Fall Semester

**September: Advanced Skills I**
It’s time to back up and understand why we do what we do! Learn the concepts in Student Development Theory and why advising plays such a large role in retaining our students.

**October: Advanced Skills II**
In this session you will develop skills to help students set realistic expectations for their future.

For more information, please contact:
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