Transforming your Advising Program and Student Experience through Collaboration, Communication, and Consistency!

Session#: 271(LEC)

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VIRGINIA TECH NUMBERS

• 23,976: total undergraduates
• 7,199: engineering undergraduates
• 5,364: incoming VT freshmen
• 1,428: incoming engineering freshmen
Our Student Population

- The Department of Engineering Education is home to all first-year engineering students.

- The General Engineering Program focuses around first-year engineering students being prepared for academic success in a degree granting major.

- At the conclusion of the first year students are expected to demonstrate certain skills related to the engineering profession.
GUIDING PRINCIPLES

1. Collaboration
2. Communication
3. Consistency
OVERVIEW

• Programming
• Managing Your Time
• Advising Tools and Resources
• Building Relationships
PROGRAMMING

• Communication (Email)
• First-Year Student Orientation
• New Student Welcome
• First Week of Classes
• Plan of Study Workshops
• Group Advising Sessions
• Mid-Term Check-up
• Class Registration
PROGRAMMING: COMMUNICATION (EMAIL)

- Clearly constructed
- Consistent across all advisors in your unit
- Common layout and title
- Example

- May → Congratulations
- August → Welcome
- September → Resources
- October → Registration
- November → Exam Prep

- January → Welcome Back
- February → Resources
- March → Registration
- April → Exam Prep
PROGRAMMING:
FIRST-YEAR STUDENT ORIENTATION

• Pre-Orientation Checklist
• Students are batch registered into our first year courses
• At orientation we have a two-hour academic advising session
  – 32 student per room
  – 3-5 advisors per room
  – Given a Post Orientation Checklist
• Training
• Advising Manual
PROGRAMMING: PLAN OF STUDY RESOURCES

• If you were a first-year student could you develop a plan of study at your institution?
• How accessible are your resources?
• How well developed are your resources?
PROGRAMMING:
MAJOR EXPLORATION RESOURCES

• How do you work with students who are undecided on their major?
• How do students learn about their major and career options at your institution?
• What resources are provided to students?
• What are the most and least beneficial resources?
PROGRAMMING: MID-TERM GRADES

• 0 “Unsatisfactory” grades
  – congratulatory email

• 1-3 “Unsatisfactory” grades
  – Email (mail merged)
  – Academic Resources and Help
  – Encouraged to meet with their academic advisor
  – Required to complete a Qualtrics survey acknowledging the receipt of the email

• 5-6 “Unsatisfactory” grades
  – Email (mail merged)
  – Academic Resources and Help
  – Required to meet with their academic advisor

• Non-compliant students are emailed and an administrative hold is placed on their account until a response is received.
PROGRAMMING: CLASS REGISTRATION

• Group Academic Advising Sessions
  – Discuss the recommended courses for the spring semester
  – ~600 students attend each year

• Email
MANAGING YOUR TIME

• Do you find yourself saying... if I only had more time?
• Time Management:
  – Find a pattern in your work
  – What could make that simpler or more efficient?
  – Pick one or two that you want to focus on and make a plan
ADVISING TOOLS & RESOURCES

- Advising Flow Chart
- Undergraduate Website
- Check-in System
- Card Swipe System
- Banner Document Management
BUILDING RELATIONSHIPS: BRAINSTORMING

• What initiatives are you currently utilizing?
• What relationships will enhance your position?
• Who are the key constituents?
• How will you and your students benefit from these relationships?
BUILDING RELATIONSHIPS: ACTION PLAN

• Reach out to key constituents
  – Request a one-on-one meeting
  – Indicate the reasons and goals
  – Develop an agenda
  – Allow conversation to guide the agenda
  – Make it clear that you want to better represent their unit and that you are wanting to ensure that we are working towards 1 goal…the students.