Work Smarter, Not Harder:
Proactive Advising for Student Success

Virtual Live Session - NACADA

Hello!

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Mechanical Engineering

She/Her/Hers

Favorite thing about Utah: Sunshine

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Undergraduate Academic Advisor

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Favorite thing about Utah: Activities

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Why are we so passionate about proactive strategies?

What does proactive advising mean to us?

Learning Outcomes

1. Participants will list five different proactive advising strategies and recall the best practices of each

2. Participants will reflect on their own student populations and create ways to integrate each proactive advising strategy with their students

3. Participants will actively engage in brainstorming to create a proactive advising plan

4. Participants will create concrete steps to develop a proactive advising plan for their office

Proactive Strategies

Building Skills & Support

Supporting Academically Under-performing

Identifying & Meeting Requirements

Murky Middle

Intentional Connections

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1.

Building Skills & Support

Academic Skills Course

Building Skills & Support

We noticed that our students were leaving engineering due to **lack of community and lack of strong study skills**. We wanted to address this and provide an opportunity for students to be successful and build community outside of our major courses.

This was also important to connect our Pre-majors to multiple resources.

Success for Mechanical Engineers

1 credit - Seminar

Primarily for First Year Students

Academic Skills for Mechanical Engineers

.5 credit - 7 week - Seminar

Primarily for Second Year & Older

Class Schedule

Week	Topic	Visitors	Assignment Due
1 – Aug 26	Introduction, Syllabus, Academic Misconduct		
2 – Sept 2	Time Management		• Semester at a Glance • Syllabus Assignment • Pre- Assessment
3 – Sept 9	Exam Preparation		• Time Tracker 1 (bring to class)
4 – Sept 16	Study Skills		• Time Tracker 2
5 – Sept 23	Professional Etiquette & Student Organizations		• Write-Up 1
6 – Sept 30 Online	Life Optimization	Dr. Gale	• Example Email • Virtual Scavenger Hunt
7 – Oct 7 Online	ME EN Disciplines/Faculty Panel	Professors	• Strengths Finder Results Upload • Questions Prepared
8 – Oct 14 Online	Strengths Finder	CPDC	• Strengths Finder Insight Guide (bring to class) • Write-Up 2
9 – Oct 21	BS/MS Program and Goal Setting		• Mid-Assessment • Peer Mentor Meeting Complete
10 – Oct 28 MEK 0670	MAP Advising - Course Planning		• Learning Abroad 101 Session & Reflection
11 – Nov 4 Video	Career/Internship Panel	Alumni/Seniors	See Canvas Module
12 – Nov 11	Diversity and Inclusion		• Planned Schedule • Enrollment Appointment Time • Odyssey Plans
13 – Nov 18	Life Skills: Money Management, Financial Aid, Stress Management		• Write-Up 3 • Mock Internship Search
14 – Nov 25	No Class		
15 - Dec. 2	No Class – Final Assignments Due		• Podcast reflection • Final Report • Final Online Assessment

What success program could you develop to help your students build skills and reach success?

(Write in the "My Idea" section of your handout)

2.

Supporting Academically Underperforming

Intro Course Outreach

Supporting Academically Underperforming

- We noticed that students who were in their second semester in our program had struggled in the first semester. By the time we were noticing it was too late and they had already failed.

- We created this outreach program so that we could identify students who were struggling in our first semester courses and get them the support early.

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Supporting Academically Underperforming

- Intro Course Outreach (ME EN 1000)
  - Pulled roster of ME EN 1000 students
  - Used CIVITAS system to check current grades in ALL courses
  - Outreached to students who had low grades in CHEM & CALC
  - Provided them with learning skill resources, tutoring center information, and withdraw procedures

3.

Identifying & Meeting Requirements

Academic Standards

What are the specific requirements your students need to meet? Which of these are students commonly not meeting?

How could you proactively ensure students are prepared to meet those requirements?

Identifying & Meeting Requirements

We noticed that students were not being held accountable or supported once they fell below our 2.5 GPA requirement. We wanted to add in structure and a process to help the students succeed in our major.

Academic Standards Policy

Required advising

Mirrors University Policy

Academic Success Plan

Intentional goal setting

Guided advising conversation

Mechanical Engineering Academic Success Plan

Student Name: _____ ID#: _____

Course	Credit	Anticipated Grade

Current GPA: _____

Total Units Toward GPA: _____

Term GPA: _____

Cumulative GPA Goal: _____

Goals should be

S specific
M measurable
A attainable
R relevant
T time based

Goal	How will I reach my goal? (Action Steps)	By when?

Who is your support system? What resources or places can you use to help you achieve these goals?
_____
_____

What could hold you back this semester from achieving these goals?
_____
_____

How will you benefit by achieving these goals? What will it feel like?
_____
_____

How can your advisor best support you?
_____
_____

4.

Murky Middle

Low Term and Cumulative GPA

Murky Middle

We wanted to be more proactive with students before they fell in violation with academic standards and catch students who are on their way to academic standards
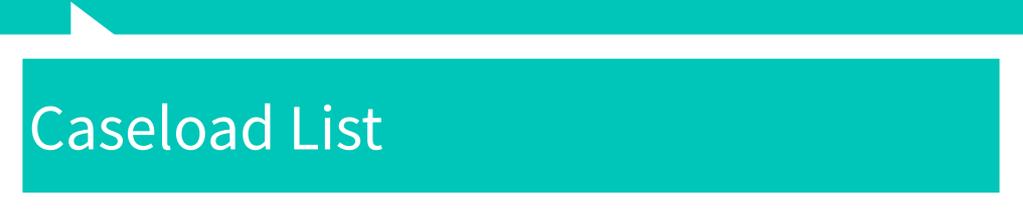
Murky Middle

- Created Yellow List
  - Prior Low Term GPA
  - Enrolled in any repeats
  - Just above Academic Standards GPA requirement
- Do a current grade check - CIVITAS
  - Only reach out to students who were underperforming

List populations of your "murky middle" students. (Students who aren't showing up on "low" reports and students who aren't high achieving).

How could you connect with those students?

5.

Intentional Connections

Caseload List

Intentional Connections

- We noticed that all of our proactive strategies weren't targeting the high achieving students or all of the murky middle students.

- We wanted to make sure that we were connecting with every student in our program at least once a year.

Intentional Connections

- With the help of our Director of Undergraduate Studies - we created a comprehensive caseload list including:
    - Course enrollment - previous & current
    - Repeats
    - GPA
    - Previous Advising Notes

- Throughout the summer evaluate every student's record and reach out if they have any complications or we haven't talked with them recently (3 months)

Intentional Connections

Advisor	Total students contacted	Students responded	Response %
Advisor 1	**103**	**58**	**56%**
Advisor 2	**160**	**93**	**58%**
Advisor 3 (New)	**292**	**86**	**29%**

Summer 2020 Data

Final Comprehensive Plan

Setting up a Plan for your Programs

Questions?

Thank you for joining us today!

Watch for follow up email to share ideas!

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