Advisors Training Advisors: OnCampus Professional Development on a Budget

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Today’s Agenda

- Introductions
- Background & Overview of Program
- Goals & Learning Objectives of Program
- Program Planning
  - Reality
- Pilot Year vs. Year 1
- Future Goals
Introductions

- Indiana University Bloomington
- 200 professional advisors on campus
  - Majority full time, some part time
- Bloomington Advisors Council
  - Advisor Organization for all Academic Advisors on campus
  - Funded by $10 annual dues
- Members of Professional Development Committee
  - 4-6 members in last two years
- Theresa Hitchcock
  - Chair of the Professional Development Committee
Background & Overview of our Professional Development Program

- Definition of academic advisor
  - Usually full time
  - HR qualified as Professional Staff
  - Qualifications vary by school/department
  - University Division (FY)
  - Advisors in schools/programs (once admitted to program)

- Voice Report
  - Reports by the Board of Aeons, including one on Academic Advising (April, 2008)
  - Siloing of IU
  - Improve the continuity & availability of advising
Background & Overview of our Professional Development Program

• Academic Advising Task Force
  ▫ Chaired by faculty member
  ▫ Majority of members were administrators
  ▫ Need for a Career Ladder
  ▫ Need for university wide advising structure including a centralized system
  ▫ Still on the Provost’s desk

• Career Ladder
  ▫ Advisor, Lead Advisor, Senior Advisor
  ▫ Increase in responsibility and pay based on merit and longevity
  ▫ Still on the Provost’s desk
Goals of Professional Development Program

- Six sessions based on three themes
- 80 academic advisors participating in one or more sessions
- 60 academic advisors participating in two or more sessions
- 50 academic advisors participating in four or more sessions
- 30 academic advisors participating in all six sessions
- 50% of participants completing online evaluations within one week of each session
- 85% attendance rate by program participants at end of year luncheon
- 10% NACADA Membership
- Create OnCourse project site to house electronic versions of materials presented at sessions
Goals & Objectives of our Professional Development Program

Objectives based on NACADA Core Values:
Academic advisors who successfully complete the Professional Development Program will:

• gain a greater understanding of the diverse and unique needs of their students.  
  (Core Values #1, 2)
• develop professional development skills that may be used for involvement in NACADA  
  (Core Values #4,5)
• actively participate in learning activities with other advisors. (Core Value #6)
• learn from the best practices of their colleagues to enhance their advising portfolio.  
  (Core Values #3,6)
• seek out new opportunities for professional and personal growth.  
  (Core Value #6)
Developing Resources

- **TIME:** meetings, events, (workshops, webinars, etc), fundraising, surveys, list-serves’ managing, phone-calls, follow-ups, publicity, outreach, evaluations, emails
- **PEOPLE:** BAC leaders, volunteers, board members, organizers, advising council, interns, mentors, speakers, experts, administrative, faculty supporters,
- **SPACE/FUNDING:** classrooms, conference rooms, smart rooms, technology, grants, departmental funding, sponsorship, dues from BAC members

• Developing Activities
  - NACADA Core Values
  - CAS Standards
  - NACADA Conference sessions
  - Full list of activities in handout
Developing Value

- Theresa meets with OVPUE and advising directors
- Buy in from supervisors
- Buy in from advisors
- Alignment with NACADA Core Values & CAS Standards
- Theories of advising
REALITY
## The Program Develops...

### Year Zero

#### Stakeholders
- Advisors, Directors of Advising, Vice Provost Office for Undergraduate Education (OVPUE)

#### Resources
- $1500 seed money from Provost
- Room space in Student Union
- Laptop/projector & Survey Monkey

#### Needs
- **Administrative Needs**
  - Bigger committee
  - Book ideas for book club, topics and guest speakers for events
  - Data management & Room locations for small group events

- **Financial Needs**
  - One or more live NACADA webinars ($155 each)
  - NACADA DVD library ($155/DVD) (One DVD already promised by the College)
  - Books for advisors who complete the Program ($15/book)
  - Funding for AV charges for monthly events and conference ($10-$450)
  - Certificates for completers ($100)

#### Limitations
- There is no agreed upon definition of professional development
- The Career Ladder has not been released to provide a guiding force for professional development
- Some of the advisors are not comfortable with a formal program for professional development
- Some resistance from a few advisors about the need for professional development and the definition of professional development
- Confusion between training and professional development
- Possible duplication of efforts between BAC and other groups
- There is never a perfect time or date for an event
- The Professional Development Committee has lost members due to promotions and attrition
- Professional development needs vary based on length of time in position, student population and curriculum of the program.

### Year One

#### Stakeholders
- Advisors, Directors of Advising, Vice Provost Office for Undergraduate Education (OVPUE), NACADA Region V, Indiana Academic Advising Network (IAAN), Office of First Year Experience

#### Resources
- $500 grant from Office of First Year Experience & Partnerships with two schools on campus
- NACADA Region V Grant
- Social Work Intern
- Room space in Student Union
- Laptop/projector
- Survey Monkey & Volunteer Spot
- *Making the Most of College* by Richard Light

#### Needs
- **Administrative Needs**
  - Bigger committee
  - Book ideas for book club, topics and guest speakers for events
  - Data management

- **Financial Needs**
  - One or more live NACADA webinars ($155 each)
  - NACADA DVD library ($155/DVD) (One DVD already promised by the College)
  - Books for advisors who complete the Professional Development Program ($15/book)
  - Funding for AV charges at the IMU for monthly events and conference ($10-$450)
  - Certificates for completers ($100)

#### Limitations
- The Career Ladder has not been released to provide a guiding force for professional development
- Administrative tasks related to the Program are overwhelming for a volunteer group
- Confusion between training and professional development
- Possible duplication of efforts between BAC and other groups
- There is never a perfect time or date for an event
- The Professional Development Committee has lost members due to promotions and attrition
- Professional development needs vary based on length of time in position, student population and curriculum of the program.
Future Goals of our Program

- Develop tracks for program
- Design a tracking system for attendance
- Create a NACADA DVD library for professional development
- Develop a Professional Development Advisory Board to guide the Professional Development Program
- Create policies for professional development activities both on and off campus
- Create a page on the BAC website with the approved on and off campus professional development activities
- Present our program at NACADA National Conference as a pre-conference workshop
- Apply for a NACADA award for Outstanding Program
Brainstorming

Please consider the following questions for your individual situation

• What is the definition of advisor on your campus? (full-time, pt, faculty, staff)
• What is the education level/experience level necessary for advisors on your campus?
• How many advisors do you have?
• What are some professional development needs on your campus?

• What is one professional development your advisors are NOT getting fulfilled?
  ▫ Table/chart for these:
    • Stakeholders
    • Resources (list some of our examples)
    • Needs
    • Types of Advisors
    • Number of advisors
    • Limitations
Brainstorming Part 2

• In small groups, choose 1 professional development area that your advisors are NOT getting fulfilled and complete the chart provided for these areas:
  ▫ Stakeholders
  ▫ Resources (list some of our examples)
  ▫ Needs
  ▫ Types of Advisors
  ▫ Number of advisors
  ▫ Limitations
QUESTIONS?

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