

Currently the Advising program is a Centralized advising model with one full-time advisor and three advisors that are adjunct instructors and they do advising part time. I feel it is important to improve the services we offer our students and I feel it is important for me as the coordinator to improve the training and professional development for the three adjunct advisors. The current advisors have all advised for the college for over 10 years. I plan to increase the professional development by having monthly sessions to cover such topics as additional and continuous training on our new administrative computing system Datatel, more career advising, transfer information for students transferring to 4 year institutions our students are coming to us underprepared, first generation, and needing financial assistance, generally speaking “at risk”.

For our students it is important to identify and state in writing, what we expect as student learning outcomes for them. I would like to begin our process with some of the basic ideas such as knowing how to register for classes, how to locate and print their transcripts and bill from Datatel, what GPA means, and its importance to such things as financial aid, scholarships, and the ability to remain in school. It is also important that the student value their education and the opportunities it provides.

It is also important that our advisors have learning outcomes as well. Our advisors should value and respect the diverse multicultural students we come in contact with everyday as well as the value and importance of continuing their professional development and maintaining high ethical standards.

The college conducts evaluations using the Noel Levitz instrument as well as the Student satisfaction survey. I will be contacting our institution research office to ask the questions: 1.) How many Leavenworth students are included and what are the results for those students, instead of the results for the entire campus. 2.) When will the instruments be used again and how can I ensure that Leavenworth students are evaluated as well, so that I can have some beginning measurements. In the past my director and I developed a survey that we gave to our students after their advising sessions. The survey needs to be redesigned and looked at to ensure that what we have decided as learning outcomes for both the student/advisee and the advisor are being evaluated.

As we prepare for the fall semester I will be conducting trainings for both advisors and adjunct instructors on using Datatel. When classes resume I will give presentations to our students in our strategies class on the use of Datatel as well. I will also visit with my director to decide on the best approach to inform the student body in general, of the new system and how to access the needed information.