

Naugatuck Valley Community College
Office of Academic Affairs

Faculty Advising Guidelines

Fall 2015

The role of the faculty in the advising process is framed by the following two goals of the 2013-16 Strategic Plan:

- At NVCC, students achieve their goals
- NVCC faculty and staff make a difference – at the college, the community, in their field of study, and in the lives of students

Research confirms that as Tinto (2007) had indicated “students are more likely to thrive, persist, and complete degrees in environments that provide clear and consistent information about institutional expectations and requirements.” The transmission of this information is clearly the responsibility of academic advising.

Kuh (2001) identified academic advising as “a point at which student behavior and institutionally controlled conditions meet to potentially influence student achievement.” Furthermore, according to Young-Jones *et al.* (2013), “advisors can also encourage student involvement with powerful learning opportunities both in and out of the classroom.”

Effective advising will enable students to achieve their educational and career goals. Faculty at NVCC play a critical role in the advising process. That role is guided by following objectives:

Objectives:

- Convey in practical terms to each student institutional expectations and paths to degree completion
- Guide the student in choosing classes that will meet the academic requirement of his/her degree
- Continue to enhance the faculty-student connection outside the classroom
- Offer professional development opportunities so faculty advisors can remain current and knowledgeable about programs, policies and procedures
- Systematically evaluate advising procedures to enhance impact of advising and provide necessary support to both faculty and students

The National Academic Advising Association NACADA (2008) suggests that Advising be guided by the following values:

- *Advisors are responsible to the students and individuals they serve.*
- *Advisors are responsible for involving others, when appropriate, in the advising process.*
- *Advisors are responsible to the college or university in which they work.*
- *Advisors are responsible to higher education generally.*
- *Advisors are responsible to the community in which the institution is located.*
- *Advisors are responsible to their professional role as advisors and to themselves personally.*

Academic Advisor Responsibilities:

- Give students accurate information about course requirements to complete programs.
- Make recommendations at each advising session; keep records on Academic Advising forms for student and college records.
- Give clear indication of how students meet you for advising; keeps regular office hours, making accommodations when reasonable.
- Return students 'phone calls, e-mails and other messages.
- Be sensitive to students who need extra help or understanding.
- Keep current with changes in programs that you are advising.
- Be knowledgeable and provide current information in career fields related to major(s).
- Stay current on college calendar and policies in order to respond to student concerns.
- Release Advising Holds as applicable.
- Provide pre-requisite waivers as appropriate.
- Reach out to advisees each semester to inform them of your office hours and encourage them to meet with you for academic advising, especially prior to registration periods.
- Reach out to students at mid-semester who are having academic difficulty.

Student Responsibilities:

- Initiate contact with advisor each semester, or as needed.
- Keep appointments made with advisor; if something arises, contact to reschedule.
- Accept responsibility for seeking information, and for decisions made after recommendations from advisors.
- Keep track of advising forms and other papers related to academic planning.
- Review the college catalog, especially the section related to program of study and student handbook (available on college website).

CAPSS Responsibilities:

- Work with Academic Division Leaders to ensure student advisees are assigned to an appropriate faculty advisor
 - Help to facilitate any training that may be necessary to assist the Division Leaders and administrative assistants with the various aspects of using Excel and Banner for advising and or Advisor assignments.
 - Changing Advisor assignments when students change major.
 - Facilitate advisor training and updates.
 - Offer any additional training to Faculty and Staff who are involved in advising, so that the overall advising process is formalized to help eliminate confusion for students, particularly students who may be changing majors
 - Continue to create, maintain and distribute CAPSS newsletters to keep advising staff and faculty up to date with trainings and general advising information

- Adjust advisor assignments for students in the Greater Danbury Area to align with Faculty & Staff committed to advising at the NVCC Danbury Campus
- Maintain Advising Resources on the CAPSS Web Page (see links below)
 - Ensuring Advisors stay up to date with any changes that are made via the CAPSS Advising newsletter.
 - Changes made to any aspect of advising will be conveyed in a timely manner to all stakeholders.
- Work with OIR to provide cyclical updates to all Academic Divisions regarding . . .
 - Division Assignments for the Academic Advising staff
 - Track retention and graduation progress for various student cohorts
 - Monitor student “hold” status and progress by Academic Division, CAPSS and Danbury Campus
- Provide early warning platform for teaching faculty and academic advisors
- Midterm grade intervention for selected student cohorts
- Student workshops,(including, but not limited to . . .)
 - Transfer support:
 - Interface with and remain current regarding information for transfer students from 4 year schools with which NVCC has articulation agreements
 - Help to make students aware of the various scholarship opportunities that are available to them
 - Support Academic Dean’s Probation / Suspension initiatives
 - Work with Academic Divisions and Registrar to support student Graduation clinics
- Coordinates START advising sessions for all students new to NVCC
 - Create and maintain strong lines of communication between the CAPSS and the Divisions to ensure students receive the most topical and accurate information.

Number of Students to be advised:

Current guidelines indicate that every faculty member at the college is expected to advise students. For faculty advising more than the maximum of 30 students, 1 AR (additional responsibility) for every 10 advisees over the base of 30 may be assigned.

Assigning Advisees:

At the beginning of each academic semester CAPSS will distribute student lists (names, major, email and mailing addresses) to the appropriate Division Leader. Students will be distributed among the four divisions and the Counseling Office. Division Leaders will create a divisional advisement plan that accounts for all students assigned to their division.

Advisement plan takes into account the following:

- Approximately 2,500 new and transfer students join NVCC every Fall semester.
- Another 1,200 to 1,500 will join in the Spring term.
- Most of approximately 400 students readmitting from earlier terms often require a change of advisor (due to change of major, discontinued curricula or staff turnover).
- Students shift from non-matriculated to degree seeking.
- General Studies or Liberal Arts majors will decide on a pre-allied health or nursing pathway.

A typical semester distribution of advisees is depicted below:

Row Labels	Suspension	Acct Recv	Academic Holds	No Holds	Grand Total
ACE			6	12	18
ADMSN		4	27	53	97
ALH		11	9	401	425
LABSS	18	183	75	1688	1988
BUS	3	101	36	963	1132
CAPSS	9	141	48	1395	1613
DNBY	4	31	2	321	362
STEM	6	110	35	961	1127
(blank)		2			2
Grand Total	40	583	238	5794	6764

Academic Division Leaders are able to realign advisees among faculty assigned to their division. This allows for “balancing” to meet the changing needs of the division and faculty availability (e.g. Behavioral Science faculty being assigned Criminal Justice advisees, or Accounting Dept. faculty being assigned Management majors).

Advising Resources Available to Students:

<http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/itemId/981/Academic-Advising>

<http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/itemId/2337/Academic-Advising-e-Letters-for-Students>

Advising Resources Available to Advisors:

<http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/itemId/2180/Academic-Advisor-Resources>

References

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Tinto, V. (2007), "Research and practice of student retention: what next?", *Journal of College Student Retention: Research, Theory, and Practice*, Vol. 8

Young-Jones, A.D., Burt T.D., Dixon, S., Hawthorne, M.J. (2013), "Academic advising: does it really impact student success?", *Quality Assurance in Education*, Vol. 21 Iss: 1

Further reading

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Braxton, J.M. and McClendon, S.A. (2002), "The fostering of student integration and retention through institutional practice", *Journal of College Student Retention: Research, Theory & Practice*, Vol. 3 No. 1, pp. 57-71.

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