

## Newsletters

### JACADA Newsletter - February

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## President's Welcome

As the first two years of JACADA come to a close, I am reminded by my dedicated colleagues of the value of remembering why I am an academic advisor. The last two years have witnessed significant changes on campus. Networking with my peers through JACADA has allowed me the opportunity to see the purpose of academic advising in a new light. Academic advisors have always been, and continue to be, the group on campus that remembers the reason we are all here. Though we inwardly groan and bear the budget cuts and changes to the work environment, I've noticed that advisors continually bring the focus back on the students. In meetings where academic advisors are the minority, I have personally seen them speak up to ensure that whatever policy or requirement in discussion ultimately is done for the benefit of the student. I have seen them advocate that the purpose of advising is not to push paper or to complete Academic Advisement Reports; advisors are here to serve the needs of IUPUI students. When I recently moved offices, I brought with me a framed reminder of this very concept that I would like to share:

#### The student is...

**...the most important person on campus.**

Without students there would be no need for the institution.

**...not a cold enrollment statistic.**

But a flesh-and-blood human being with feelings and emotions like our own.

**...not someone to be tolerated so we can do our thing.**

They are our thing.

**...not dependent on us.**

Rather we are dependent on them.

**...not an interruption of our work, but the purpose of it.**

We are doing them a favor by serving them.

They are doing us a favor by giving us the opportunity to do so.

*Author Unknown*

Thank you for allowing me the opportunity to serve our students through JACADA. I am excited to see what new leadership will bring as the organization moves forward.

Laura Masterson

## Annual Meeting and Elections

JACADA has had a wonderful year! Please save the date for our first JACADA Annual Meeting. The Annual Meeting will occur on Friday, February 25, from 1-3 pm in CE 409. Light refreshments will be provided. The JACADA Annual Meeting will occur each spring to update members on everything going on in JACADA as well as advising issues that are shaping the campus. It will be a great chance to network with your colleagues across IUPUI! The Annual Meeting will also be the time to hear from candidates for the leadership positions that are open each year. Voting for the new JACADA President, Secretary, and

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### In other news

#### New Advisors

Jessica Healey - School of Engineering and Technology New Student Advising Center  
 Desiree Jaynes - University College Academic and Career Development /General Studies Joint Advisor  
 Kelly Keelen - School of Engineering and Technology New Student

Treasurer will occur in the two weeks following the Annual Meeting. If you are not currently involved in a committee, we will provide a chance to meet committee chairs. Furthermore, the Annual Meeting will update all members on upcoming events pertaining to academic advising, the Advisor Appreciation Week in March, the JACADA Mini Conference in May, and information about JACADA technology. We can't wait to see you there!

## Advisor of the Year

Know an amazing academic advisor in need of recognition? Please consider nominating him/her for the new Advisor of the Year award, sponsored by JACADA. Nominees must have a minimum of one year of advising experience at IUPUI to be eligible for the award. Nominees do not have to be a member of JACADA to be eligible for the award.

**Nominations are due Friday, February 18, at 5 pm.**

<http://surveycentral.uc.iupui.edu/AdvisoroftheYear.aspx>

The Jaguar Academic Advising Association (JACADA) invites students, faculty, staff, and alumni to nominate faculty or staff academic advisors for the 2010/2011 Advisor of the Year award. The purpose of the Advisor of the Year Award is to honor an academic advisor who demonstrates a deep commitment to providing an exemplary educational experience for IUPUI students.

The award seeks to recognize an academic advisor who enhances the student experience by understanding and sharing knowledge of university policies, curriculum requirements and academic options; communicating information about available resources and programs; increasing student awareness of options; creating a welcoming atmosphere for students; possessing a strong ability to relate and be available to students on an individual basis; demonstrating interest in students' personal and academic achievements; showing a commitment to continued advisor professional development; and, demonstrating an awareness of and commitment to diversity.

## Committee Updates

### Membership:

The Membership Committee is planning an exciting week full of events for Advisor Appreciation Week March 7th – 11th 2011. More information to come soon. Don't forget to check out the JACADA shop on Café Press (<http://www.cafepress.com/JACADA>) for your JACADA wear, such as t-shirts, and accessories like tote bags and mugs!

### How to become a JACADA member:

Becoming a member of JACADA is rewarding and beneficial as IUPUI continues to strengthen the profession of advising on the IUPUI campus. Members can join at any time, though the membership period runs August to August. To join, please visit our [website](#) to complete the membership form and pay your \$10 annual dues. Members will then be contacted to join committees and will be added to the JACADA listserv and newsletter mailing list. **Please complete your membership form and pay your dues by September 1, 2010.**

### Communication:

The Communication Committee brings you the newsletter that you now read. We welcome content for the next edition. Share your accomplishments and updates with us. Bragging is encouraged!

This spring the communication committee will be hosting a Technology Series to address various ways advisors could use technology to enhance academic advising. Topics and dates will be posted to the website and listserv once finalized.

### Professional Development:

JACADA's Professional Development Committee has been busy this year. Here are some of the events – both past and upcoming – sponsored or co-produced by the PDC.

#### **Past Events in Fall 2010:**

- 3 NACADA Webinars
- 2 brown bag professional development sessions on Adaptive Educational Services

#### **Spring 2011 Events:**

- NACADA Webinar: Understanding and Addressing the Needs of Adult Learners

Wednesday, February 2, 2011  
2:00-3:30 p.m.; UL 2115E

- Brown bag professional development session: Career Conversations with Jennifer Schott and Missy Cooper

Advising Center  
Shaunte Rouse –  
University College  
Academic and Career  
Development/School of  
Science Joint Advisor

### On the Move

Jaime Clougher – leaving IUPUI/Kelley School of Business to move to New Orleans as the new

**Academic Coordinator in the Tulane University A.B. Freeman School of Business.**

Laura Masterson – moving from University College/Engineering and Technology to **Honors College as Assistant Director of Bepko Scholars and Fellows**

Kyle McCool – moving from University College to **School of Public and Environmental Affairs (SPEA) as Director of Undergraduate Programs and Student Services**

Margaret Phillips - left IUPUI/School of Engineering and Technology in August to take a position at **Michigan Tech having recently finished her Master's degree in Library Science.**

Elizabeth Wager – New title in the School of Engineering and Technology: *Adult Programs and Prior Learning Advisor*

### Retirements

None to announce

### Forward

Know someone who might be interested in this email? Forward it.

### Contributions

If you have story ideas or contributions to the JACADA newsletter, please e-mail

Tuesday and Thursday, February 22 and 24, 2011 (same brown bag session offered twice for advisors' convenience)  
Noon- 1:00 p.m.; UL 2115G

- NACADA Webinar: Strategies for Increasing Advising Effectiveness with Decreasing Resources

Wednesday, April 27, 2011  
2:00-3:30 p.m.; UC 3171

- JACADA Mini Advising Conference

Friday, May 20, 2011  
8:15 a.m.-12:15 p.m.; UL and UC locations to be announced

**Spring 2011 Professional Development Committee Meetings:**

All meetings are 10:00-11:30 a.m. on Wednesdays; locations to be announced

- February 16
- March 9
- April 20
- May 11

Professional Development Committee contacts: Jane Alexander ([janealex@iupui.edu](mailto:janealex@iupui.edu)) and Betty Klein ([bkklein@iupui.edu](mailto:bkklein@iupui.edu))

As we approach our JACADA annual business meeting, please consider joining us to plan events for 2011-2012. We welcome your input and ideas!

The Mini Conference

The prospective date for the mini conference is May 20, 2011. Please inform us know if you know of a conflict that could have a major impact on advisor attendance on that date! And, please put May 20, 2011 on your calendar now as the tentative date for the first annual JACADA mini conference!

We envision this event as a venue for colleagues to

- present a short version (either as preparation for or capstone to) their regional or national presentation,
- showcase a new or changing program on campus,
- introduce new research,
- apprise others of new techniques, systems, etc.

Look for a call for presentations and more information in later newsletters and through the listserv.

We welcome your participation on the Professional Development Committee. Please contact Betty Klein ([bkklein@iupui.edu](mailto:bkklein@iupui.edu)) or Jane Alexander ([janealex@iupui.edu](mailto:janealex@iupui.edu)), committee co-chairs, for more information.

Campus Affairs:

CAC adopted a mission statement: *The mission of the Campus Affairs Committee of JACADA is to advocate for advisors to the campus and greater university community about affairs that directly impact the quality of work life for advisors, both faculty and staff.*

To that end we have been able to begin our advocacy work. The committee expressed a lot of concern about the difficulty involved in looking up student records in OneStart. With our support and support from Bloomington, there was a wonderful change put in place. You can now search by a student's e-mail address in OneStart. It was an exciting first victory.

Cathy Buyarski, Chair of the Advising Council, and Asha McCauley, Treasurer of JACADA, reached out to the Office of Admissions and the Office of International Affairs to see if we could provide better understanding to advisors about transfer credit. Since this was a BIG issue on the committee's agenda, we hosted a workshop on domestic transfer credit with Chris Foley, Director of Admissions, and a workshop on international transfer credit with Jennifer Reed, Assistant Director for International Admissions. These workshops were well attended and very informative.

The best outcomes of these workshops are opportunities for advisors to help make these processes better for the students. CAC hosted a follow-up brown bag discussion on domestic transfer issues on January 25th. The attendees discussed how the transfer process could be improved and how we might work with the Office of Admissions to advocate for changes. We will also be doing some follow-up with Jennifer Reed about ways we can disseminate information from the international credential analysts in a better way.

CAC is also planning to launch a survey to find out what issues are most important to advisors. Please look for that survey and add your voice this spring.

Research and Assessment:

## Mark your Calendars!

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**IAAN (Indiana Academic Advising Network)**

<http://iaan.calumet.purdue.edu/index.html>

[jacada@iupui.edu](mailto:jacada@iupui.edu). The JACADA newsletter will be published four times per year (July 15, October 15, January 15, and April 15). All ideas and submissions should be submitted at least 1 month prior.

JACADA Newsletter coordinated by the Communications Committee:  
Kyle McCool – Chair  
Nathan Byrer – Technology Coordinator  
Elizabeth Wager – Listserv manager  
Jerome Clark, Kari Fischer, Betty Jones, Shannon Kelley, Shelia Morris-Watson, Christina Nelson, Beth Spears, Elizabeth Sumner

Annual Conference held **late May/early June** at IU Kokomo

**ISAA (Indiana Student Affairs Association)**

<http://www.isaacconference.org/>

Annual conference: **October 14, 2011** in Fort Wayne, Indiana

**NACADA (National Academic Advising Association)**

<http://www.nacada.ksu.edu/>

**NACADA Annual Conference**

**Deadline to submit abstracts: Feb 21, 2011**

**October 2-5, 2011** in Denver, Colorado

Annual Academic Advising Summer Institutes

**June 26-July 3, 2011** in Colorado Springs, Colorado

**July 31 – Aug 5, 2011** in New Orleans, Louisiana

Great Lakes Region 5 conference

**April 17-19, 2011** in Bloomington-Normal, Illinois

**NASPA (Student Affairs Administrators in Higher Education)**

<http://www.naspa.org/>

Annual conference: **March 12-16, 2011** in Philadelphia, Pennsylvania

**National Resource Center for The First-Year Experience and Students in Transition**

<http://www.sc.edu/fye/index.html>

**30th Annual Conference on The First-Year Experience: February 4 - 8, 2011 in Atlanta, Georgia**

## Member Accomplishments for Fall 2010

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IUPUI Awards:

None to report.

National Awards:

None to report.

Member Presentations/Publications:

James Eckerty's **first publication titled**, "*Approachable*" "*Intimidating*" "*Unprofessional*" "*Credible*": *What do our offices say about us?* will be published in the NACADA Clearinghouse

(<http://www.nacada.ksu.edu/Clearinghouse/AdvisingIssues/office-study.htm>).

Laura Masterson, Asha McCauley and Jennifer Nisevich presented at regional NAFSA (Association of International Educators) conference in November 2010. Conference Presentation title: *Working with Academic Advisors to Prepare International Students for Success*

Elizabeth Wager presented at the CAEL (the Council for Adult and Experiential Learning) International Conference in November 2010. Conference Presentation title: *Creating an Effective Asynchronous Prior Learning Portfolio Preparation Course*

## Feature Stories/Majors

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[Campus Advising Survey to be Conducted This Spring](#)

The Campus Advising Council, with the assistance of IMIR, will be conducting a campus-wide survey on the state of academic advising at IUPUI. A sample of undergraduate students from every academic school will be included in the survey. This is the first campus-wide survey of advising to be administered since 1999.

Once the exact dates of the survey are known, each school will receive marketing materials to distribute to their students to encourage participation and ensure a solid response rate. Be sure to encourage your students to complete the survey!

If you have questions or would like more information, please contact Cathy Buyarski at [cbuyarsk@iupui.edu](mailto:cbuyarsk@iupui.edu).

[Technology Use in Academic Advising](#)

Gertrude Stein (1874-1946) is quoted as saying, "Everybody gets so much information all day long that they lose their common sense." What would she say if she were living today? As advisors, we must keep our common sense while managing and sharing information in an efficient and reliable manner. Often we feel information overload, much like our students. However, there are existing technologies that improve and strengthen our communication and relationships with students as well as our colleagues. The key is to determine what forms of technology best support your needs.

In order to explore how advisors across IUPUI are utilizing technology and their visions for the future, an informal survey was sent to the JACADA listserv as well as the campus advisor listserv in January of 2011. Survey respondents identified the following as top technology goals for the future:

- video/remote advising,
- an online appointment scheduling system,
- electronic student files,

- checksheets that can be saved and updated electronically and then saved to a particular students' file.

In terms of social media, 60% of respondents reported that they do use social media to support advising. Facebook topped the list as the most common site used by advisors. Other sites mentioned were Twitter, YouTube, blogs, LinkedIn and a Chinese version of Facebook. The main reason for using social media is to advertise events and important dates. Less commonly, advisors use social media to build community. Slightly more than half (56%) feel social media is an effective means of communication with advisees.

Based on survey feedback, various individuals were interviewed to understand their use of technology. Several offices on campus are currently using a form of online/remote advising with promising results. Two years ago, Lester Cook, an advisor in General Studies, saw the need for students to receive a full advising appointment in a more flexible manner so he researched remote advising and spearheaded the implementation of what he calls "Online Interactive Advising." General Studies advises students by appointment only and when the student contacts the office for an appointment, they are given the choice of an in-person or online appointment. If a student chooses the online option, an e-mail is immediately sent to them explaining the simple process. All the student needs is a computer with Internet access and a phone. Adobe Connect (formerly "Breeze") is the software used in this setting and IU already holds this license. This means it does not cost General Studies or the student anything to utilize the software. Once the online appointment begins several questions are asked to confirm identity. The advisor can then conduct a full advising appointment. The student and advisor can view various documents together on the screen, the student can hear and see the advisor via webcam, and they both can cooperatively browse web pages. A phone is used if both participants do not have a webcam. Lester uses the system to share resources such as SIS, checksheets, websites, and PowerPoint presentations to help facilitate specific discussions. The student can see the advisor's cursor so it is easy for them to follow along. Contracts can be completed and electronically signed by directing the student to the online chat feature and then having them verify completion and an understanding of the contract. Finally, the advisor copies and pastes the "chat" into the student's file. A PDF copy of the contract can be e-mailed to that student's IUPUI e-mail address. Lastly, the entire session can be recorded and saved as a movie.

General Studies offers extended advising hours in order to accommodate various needs but with Online Interactive Advising, a student can more easily "attend" an appointment even during normal business hours. This format has allowed for comprehensive, thorough and documented advising sessions with students overseas, across the country or even just across town. Other IUPUI schools have also been participating in online advising.

The Kelley School of Business (KSB) started offering online advising starting in the fall of 2005. While the hours vary by semester, this spring they offer two evening sessions and one afternoon session. A full advising appointment is conducted online and it's very similar to AOL chat. A record of the conversation is copied and pasted into an electronic student filing system called "JANUS." KSB students can choose one of three ways to meet with an advisor including online, in person, or "five minute advising," which addresses quick questions that do not require viewing the student's SIS account. Students just need a computer with Internet access in order to participate.

For further information on:

Adobe Connect: <http://www.adobe.com/products/adobeconnect.html>

UIT's Adobe Connect: <http://www.indiana.edu/~breeze>

KSB online advising- below is the website where students connect with an advisor:

<http://kelley.iupui.edu/undergrad/academics/onlineadvising.cfm>

In future newsletters we will expand on how technology can support and enhance advising. Please contact us if you have a suggestion. We hope to help you strengthen your critical work in academic advising!

### [Honors Minor in Leadership](#)

The new *Honors Minor in Leadership* consists of six courses (18 credit hours) which emphasize experiential learning through leadership. The minor offers a solid foundation in basic leadership competencies to fit well with other majors. Students will develop a strong groundwork in current theories in courses designed to prepare students for future leadership roles and/or post-graduate education. Admission and course permission for honors sections of each course are available to students admitted to IUPUI's Honor's College, on academic honors scholarships, or with a cumulative GPA of 3.0 or higher. Students must complete 9.0 credit hours of core competency coursework in Organizational Behavior, Global Perspectives in Leadership, and Leadership Theory. All other 300/400-level honors or graduate coursework should be completed within the student's major discipline. A complete list of eligible Honors, H-option, or RISE coursework that fulfill requirements for the Honors Minor in Leadership can be located at the IUPUI Honors College.

#### Curriculum

Students are required to successfully complete the following courses to earn the Minor in Leadership:

| Course                     | Title                                       | Credit Hours |
|----------------------------|---|--------------|
| OLS 25201*                 | Human Behavior in Organizations-Honors      | 3.0          |
| OLS 32701                  | Leadership: Global Workforce-Honors         | 3.0          |
| OLS 39001                  | Leadership Theories and Processes-Honors    | 3.0          |
| 300/400/500-Level H-option | Leadership Challenge Course (H-option/GRAD) | 3.0          |
| 300/400/500-Level H-option | Leadership Challenge Course (H-option/GRAD) | 3.0          |
| 300/400/500-Level H-option | Leadership Challenge Course (RISE)          | 3.0          |
| <b>Total</b>               |   | <b>18.0</b>  |

\* Students may substitute OLS courses with approved H-option courses within their major discipline that fulfill the same competencies. Students must complete a minimum of 6.0 hours from the School of Engineering and Technology to meet

*residency requirements for the minor, but all other coursework may be completed in their major with advisor approval.*

## [How to Become a JACADA Member](#)

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