



# All Advisors Informational Session

WITH  
ACADEMIC ADVISING

AUGUST 23, 2023

# Agenda

INTRODUCTION OF ADVISING TEAM

SELF-SERVICE ADVISOR MENU

PROVISIONALLY ADMITTED STUDENTS

ACADEMIC ALERTS AND STOPLIGHT SURVEY

MOVING THE NEEDLE ADVISING TEAM UPDATE

RESOURCES AND REMINDERS



# Academic Advising Introductions and Staffing Updates

# Academic Advising Team

## Professional Staff

Lexi Adams – Transfer and Graduate Program Academic Advisor

Erin Childers – Nursing and Pre-nursing Academic Advisor

Joe Latulippe – Associate Provost for Academic Support and Accessibility

Scott McBeth – RN-BSN and OCE Academic Advisor

Jane Samuels – Associate Director of Academic Advising

## Returning Peer Advising Specialists

Allyson Nicklous   Emily Ghidossi   Alissa Ruby   Maggie Kelley   Nikos Rictor

# Learning Support Services Team

## Professional Staff

Scott McBeth – LSS Testing Support on Portland campus

Jamie Opdyke – Associate Director of LSS on McMinnville campus

Sari Ann Platt – Associate Director of LSS on Portland campus

Cheri White – Part-time Academic Coach on Portland campus

Brenda Wyller – Academic Coach on McMinnville campus

## Self-Service Advisor Menu

MyApps: <https://myapps.microsoft.com/>

Tools such as Cat Compass, Etrieve, Self-Service, and Zoom are available in MyApps



Cat Compass



Etrieve




Self Service



Zoom



 Sign out

 Help

## Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



### Student Finance

Here you can view your latest statement and make a payment online.



### Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



### Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



### Faculty


Here you can view your active classes and submit grades and waivers for students.






### Financial Management

Here you can view the financial health of your cost centers and your projects.




 **Linfield University**

  Sign out  Help **2**

[Daily Work](#) • [Advising](#) • [Advising Overview](#)

## Advisee Details

[< Back to Advisees](#)



Program(s):  
UG.UNDECIDED

Advisor(s):

[View Full Profile](#)

Advisor consent is required for registration.

Must confirm your emergency contacts on Self-Service within last 60 days.

Review Complete

Course Plan

Timeline

Progress

Course Catalog

Notes

Test Scores


Transfer Summary

Grades

Graduation Application






<


>

 Print




**Planned:** 0 Credits **Enrolled:** 9 Credits **Waitlisted:** 0 Credits

[List](#) [Calendar](#)






# Student View

 mwildcat  Sign out  Help


## Hello, Welcome to Colleague Self-Service!

Choose a category to get started.




### Student Finance

Here you can view your latest statement and make a payment online.




### Financial Aid

Here you can access financial aid data, forms, etc.




### Tax Information

Here you can change your consent for e-delivery of tax information.




### Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.




### Courses

Here you can view and search the course catalog.




### Grades

Here you can view your grades by term.




### Graduation Overview

Here you can view and submit a graduation application.




### Enrollment Verifications

Here you can view and request an enrollment verification.



### Transcript Requests

Here you can view and request a transcript.



### Academic Attendance

Here you can view your attendances by term.



## Plan your Degree and Schedule your courses

Search for courses...



Schedule

Timeline

Advising

Petitions & Waivers



FALL 2024 SEMESTER



Remove Planned Courses

 Filter Sections

 Save to iCal

 Print

**Planned:** 4 Credits

**Enrolled:** 0 Credits

**Waitlisted:** 0 Credits

PSYC\*155: LIFESPAN DEV PSYCHOLOGY



✓ View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							

## Notes About Planning

- Students can plan courses into the future, but those courses may not be offered when planned.
- Students will still need to register for a section of a particular course.
- Some students are still confused that they are not enrolled in “planned” courses.
- Students can add courses to a term, but they can also add a term and plan courses

## Provisionally Admitted Students

# Retention Review

## Cohort Retention (based on registration status)

- FA22 -> SP23 FY Student Retention Rate (349/379): 92.1%
- FA22 -> FA23 FY Student Retention Rate (297/379): 78.4%
- FA22 -> FA23 FY Provisionally Admitted Student Retention Rate (15/25): 60%

Fall 2022: 25 First Year students and 3 Transfer Students

Fall 2023: 38 First Year students and 1 Transfer Student

# Provisions of the Provisionally Admitted Students

- Required to attend the Summer Academic Academy, weeklong intensive with the following goals
  1. Academic Preparation and Readiness
  2. Resource Building
  3. Network Building
- Required to take IDST\*010 Learning Skills course in fall term
- Must maintain a 2.0 GPA in fall term.

# Summer Academic Academy

- 33 Students fully attended the Academy (6 exemptions)
- Writing and Communication Sessions led by Maureen Barney
- Math and Quantitative Reasoning Sessions led by Chuck Dunn and Mike Hitchman
- Keys to Success Sessions led by Chase Andrews and Ginny Blackson
- Student Support Sessions
- Social Events



# Summer Academic Academy

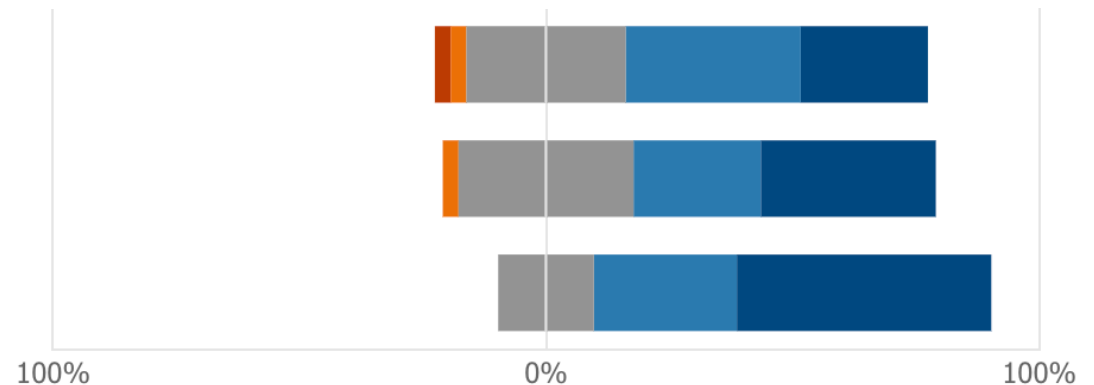
Student Survey\* results, administered at the conclusion of the Academy, indicate that the program was well-received:

Strongly Disagree Disagree Neutral Agree Strongly agree

This week has been a positive learning experience for me.

I am happy to have participated in the Academic Academy this week.

I feel like I belong at Linfield.



\*30 Student Respondents

## IDST\*010: Learning Skills

- 5 Sections with 12 seats in each in Fall 2023
- 1-Credit Paracurricular course meeting each week, covering topics such as
  - Time-Management, Study Skills, Growth Mindset, Etc.
- Current enrollment of 62 (plus waitlists), reflects over 20 new incoming students self-selecting into the course
- All Provisionally Admitted Students are currently enrolled

Intervention Tools:  
Academic Alerts, Care Referrals, and Stoplight Survey

## Early Intervention Tools

- **STOPLIGHT SURVEY:** ACADEMIC PERFORMANCE OF FIRST YEAR STUDENTS AT WEEKS 3 AND 8 OF SEMESTER. **SUBMITTED IN CAT COMPASS**
- **ACADEMIC ALERT:** FOR STUDENTS EXPERIENCING ACADEMIC CHALLENGES NOT CAPTURED BY THE STOPLIGHT SURVEY. I.E., NON-FIRST YEARS, ISSUES AT VARIOUS WEEKS DURING THE SEMESTER, ETC. **SUBMITTED IN ETREIVE**
- **CARE REFERRALS:** CONCERNS ABOUT A STUDENT'S WELLBEING, TYPICALLY OUTSIDE THE CLASSROOM. **SUBMITTED IN CAT COMPASS**

# Stoplight Survey: First-Year Student Intervention

RAPID CHECK IN ABOUT HOW STUDENTS ARE  
DOING AT WEEKS 3 (SEPT. 11-17) AND 8 (OCT. 16-22)

- RED- NOT ATTENDING OR COMPLETELY DISCONNECTED FROM CLASS
- YELLOW- SHOWING SIGNS OF DIFFICULTY OR MAY BENEFIT FROM ADDITIONAL RESOURCES
- GREEN- DOING FINE



## Academic Alerts

- USED AS AN EARLY REPORTING SYSTEM FOR STUDENTS HAVING ACADEMIC RELATED ISSUES
- PROCESSED BY ACADEMIC ADVISING BUT NOT RESOLVED BY ACADEMIC ADVISING
- CONNECTS STUDENT WITH THEIR FACULTY ADVISOR AND OTHER RESOURCES SUCH AS LEARNING SUPPORT SERVICES (LSS)



# Issuing an Alert in Etrieve

The screenshot displays the Etrieve CENTRAL interface. On the left, a sidebar menu includes 'Flow' (Inbox, Activity), 'Forms' (Forms, Drafts), and 'Academic Advising'. The 'Forms' menu is expanded, showing options like 'Covid 19 Vaccine Verification Upload', 'Academic Advising', 'ADV Academic Alert', and 'Declaration/Change of Academic Program VI...'. The 'ADV Academic Alert' form is selected and displayed on the right. The form includes the Linfield University logo, the title 'Academic Alert', a 'Submitted By Name' field (Joe Latulippe), a note about submitting a 'Care Referral form' if a student is experiencing challenges, a red instruction to 'Select a term before filling out the remainder of the form', and a 'Select Term' dropdown menu. At the bottom, there are icons for 'Submit', 'Attachments', 'Download', and 'Print'.

Flow	Forms
Inbox	Search
Activity	* Vaccine Verification
Forms	Covid 19 Vaccine Verification Upload
Drafts	Academic Advising
	ADV Academic Alert
	Declaration/Change of Academic Program VI...
	Academic Affairs
	Qualtrics Use Application
	Syllabus Submission
	Human Resources
	HR Job Requisition
	Linfield Public Safety
	Linfield ID-Photo Upload
	OCE

**Linfield University**

**Academic Alert**

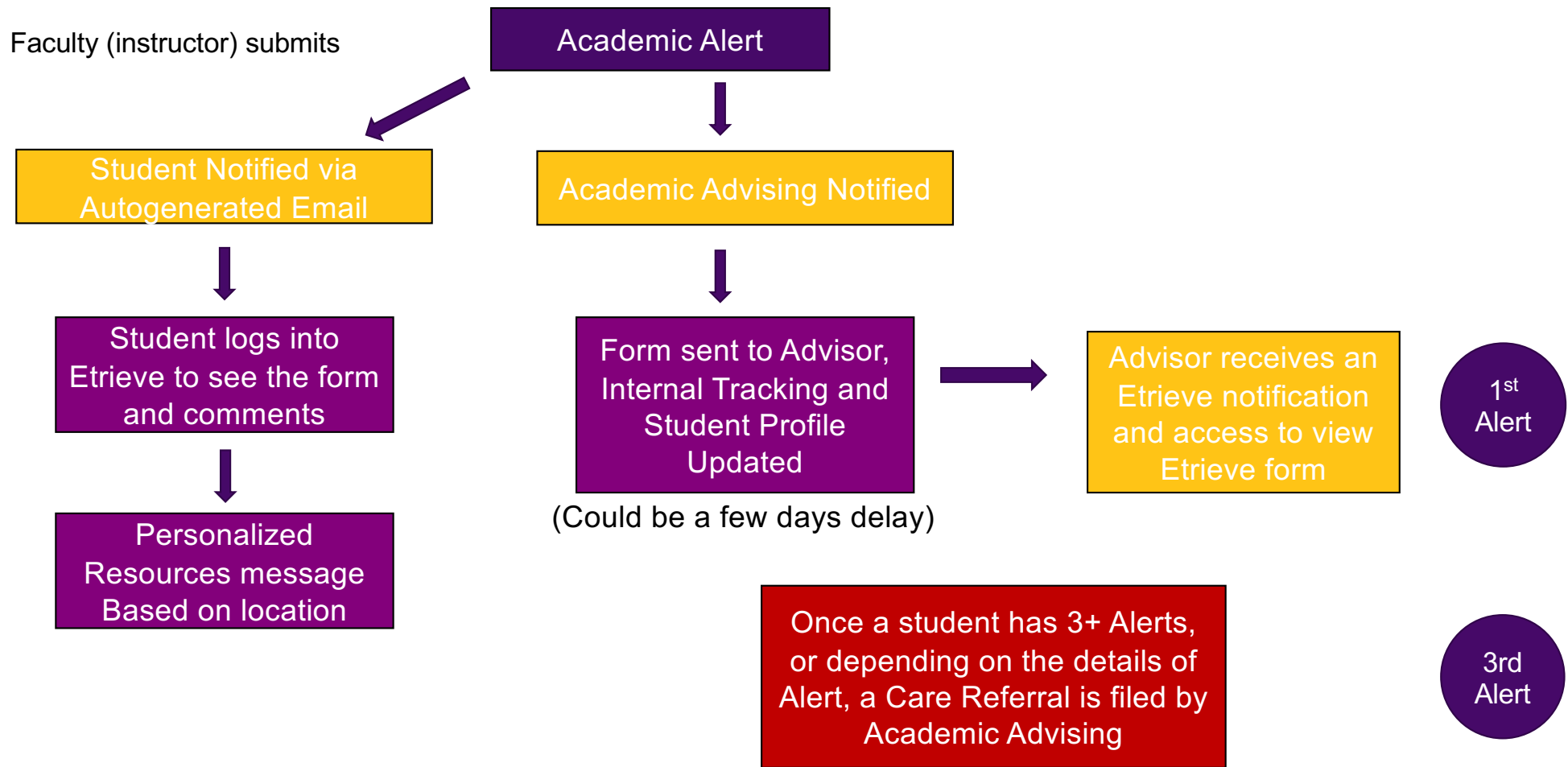
Submitted By Name  
Joe Latulippe

If you suspect that the student is experiencing challenges outside the classroom that is affecting their academic success, please also submit a separate [Care Referral form](#).

Select a term before filling out the remainder of the form

\* Select Term

Submit Attachments Download Print





## Care Referral

BASED ON

- CONCERNS OF MENTAL HEALTH
- SOCIAL CONFLICT
- INTERPERSONAL CONFLICT
- LIFE BALANCE
- (ACADEMIC CHALLENGES)

NOT FOR EMERGENCIES

CARE REFERRALS NOW  
SUBMITTED IN CAT COMPASS



# Submitting a Care Referral

Care Referral can be found in  
Cat Compass

MyApps

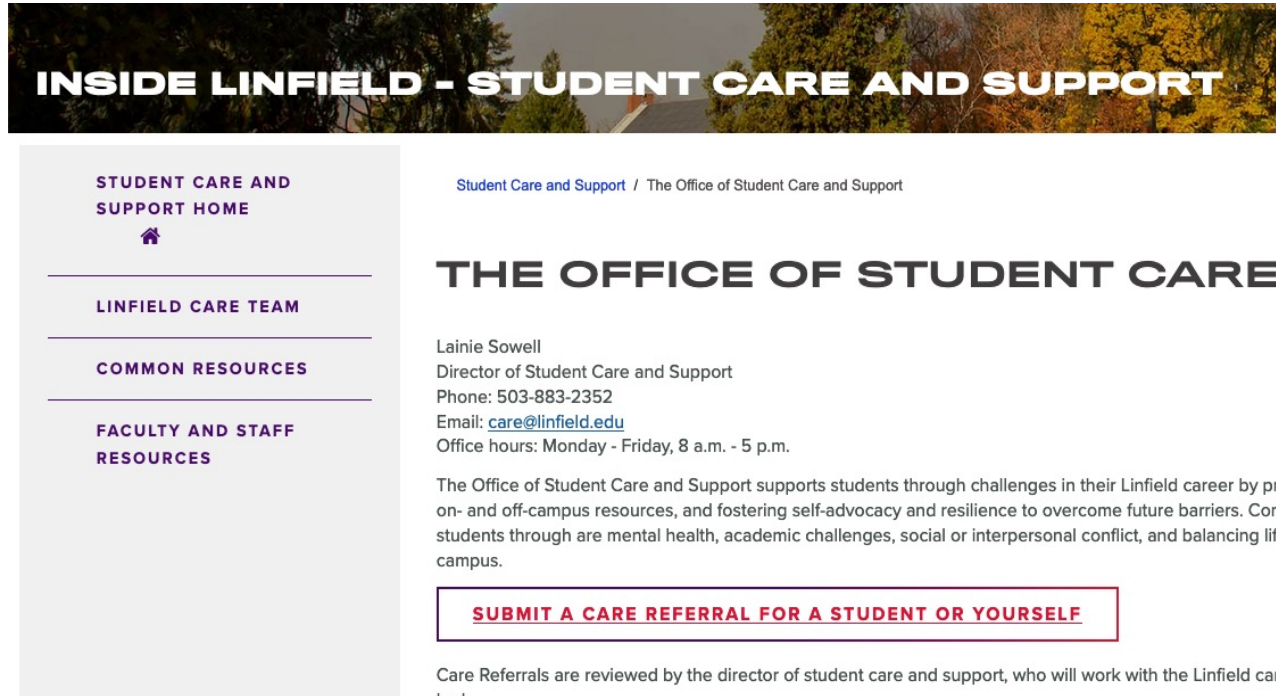
or

<https://linfield.pharos360.com/>

And

Inside Linfield Website

<https://inside.linfield.edu/care/>



The screenshot shows the 'INSIDE LINFIELD - STUDENT CARE AND SUPPORT' website. The header features a banner with the title. Below the banner is a navigation menu with links: 'STUDENT CARE AND SUPPORT HOME' (with a home icon), 'LINFIELD CARE TEAM', 'COMMON RESOURCES', and 'FACULTY AND STAFF RESOURCES'. The main content area is titled 'THE OFFICE OF STUDENT CARE' and lists contact information for Lainie Sowell, Director of Student Care and Support, including phone (503-883-2352) and email (care@linfield.edu). It also states office hours (Monday - Friday, 8 a.m. - 5 p.m.) and describes the office's mission. A prominent red button labeled 'SUBMIT A CARE REFERRAL FOR A STUDENT OR YOURSELF' is visible. At the bottom, a note states that care referrals are reviewed by the director.

**INSIDE LINFIELD - STUDENT CARE AND SUPPORT**

[Student Care and Support](#) / The Office of Student Care and Support

**THE OFFICE OF STUDENT CARE**

Lainie Sowell  
Director of Student Care and Support  
Phone: 503-883-2352  
Email: [care@linfield.edu](mailto:care@linfield.edu)  
Office hours: Monday - Friday, 8 a.m. - 5 p.m.

The Office of Student Care and Support supports students through challenges in their Linfield career by providing on- and off-campus resources, and fostering self-advocacy and resilience to overcome future barriers. Common student challenges include mental health, academic challenges, social or interpersonal conflict, and balancing life on campus.

**[SUBMIT A CARE REFERRAL FOR A STUDENT OR YOURSELF](#)**

Care Referrals are reviewed by the director of student care and support, who will work with the Linfield career center to provide support.

## Moving The Needle Advising Team Update

## Moving the Needle (MTN) Review

Five-year partnership with Credo, to increase our retention rate from 81% to 86% over five years.

### MTN Linfield Leadership Team

- Project Lead: Gerardo Ochoa
- Retention Specialist: Lainie Sowell
- Project Manager: Joe Latulippe
- Data Stewart: Jennifer Ballard

Over 30 Linfield staff and faculty have contributed to MTN so far.

# Review of Year One

1. “Self-Study” of processes, policies, and approaches related to retention
2. Set up new technological tool called **Cat Compass** for our intervention efforts
3. Established Three Success Initiative Teams
  - Early Intervention (L. Walker, A. Byerley)
  - Clearance (K. Dixon, S. Williams)
  - Academic Advising (L. Bakner, J. Samuels)

## Academic Advising



# Academic Advising Success Initiative Team

## 1. Major Accomplishments in year one:

- Review of Advising Structures at Linfield
- Communication Plan around the Advising points of contact for students
- Gathering of strategic student information to inform advising process

## 2. Tasks and projects heading into fall 2023

- Establish a permanent Advising Committee appropriately placed within the governance structure
- Use data to better understand major selection and interests

## Resources and Reminders

# Resources: Advising Webpage

For Advisors Website: <https://inside.linfield.edu/advising/for-advisors/>

## FOR ADVISORS

This site is dedicated to support all advisors at Linfield. On this site you will find important information including links to advising resources, training information, and details for partnering with both first year and transfer students.

### Upcoming Events

- Registration Window for new incoming first-year McMinnville students opens June 19-20
- All Advisors Informational Session
  - Wednesday, August 23, 2023 from 1-2pm
- First Semester Seminar Advisor Meeting
  - Wednesday, August 23, 2023 from 2-3pm

### Links to specific information regarding

- [Advisor Competencies](#)
- [Advising First Year Students](#)
- [Advising Transfer Students](#)
- [Advising Pre-Nursing Students](#)
- [Advising Nursing Students](#)

## ADVISING RESOURCES AND TRAININGS

### MONTHLY REMINDERS AND NOTES

- [May 2023](#)
- [April 2023](#)
- [March 2023](#)

### TUTORIALS AND TRAINING VIDEOS

- All Advisors Meetings
  - [SP23 Meeting Recording](#)
  - [FA22 Meeting Recording](#)
- Advising Conversations
  - [March 14, 2023: Understanding Progress Reports](#)
  - [October 28, 2022: Navigating One-on-One Meetings](#)
- Systems Trainings
  - Etrieve
    - [Request Approval to Register Etrieve Form Video](#)
  - Self-Service



## Important Reminders

- Dropping or Withdrawing from a class
  - Check full-time status as it impact Athletics eligibility and possibly financial aid
- Remember that students can view the Degree Progress in Self-Service “My Progress”
- It is important to verify student’s completion of LCs using the “My Possible LCs” report in Self-Service
- Departmental Open House on October 16<sup>th</sup>

Thank you

Please stay tuned for the Advising Meeting for those  
teaching in the First Semester Seminar Program