

ACADEMIC ADVISOR 2015 TRAINING REPORT



7/1/16

By Shannon Saavedra – Advisor Training Coordinator

The following report will review the trainings that were given last year as well as a review of how often each training is given and what the training reviews; colleges participation; the advisor assessment statistics; and collaborators.

Academic Advisor 2015 Training Report

**BY SHANNON SAAVEDRA – ADVISOR TRAINING
COORDINATOR**

OVERVIEW

The following report is a breakdown of all of the trainings that the Advisor Training Coordinator manages, schedules, proctors, creates, updates, records learning for, and follows-up for. As the training coordinator I have been the chair of the advisor bi-annual institute since 2013. The scheduling, coordination, payment, implementation, follow-up, etc are responsibilities that I assume in this role. The main population of staff that I serve are undergraduate advisors. However, in many of my trainings and question answered I am required to work with Faculty and Graduate advisors as well.

Academic Advisor 2015 Training Report

BY SHANNON SAAVEDRA – ADVISOR TRAINING COORDINATOR

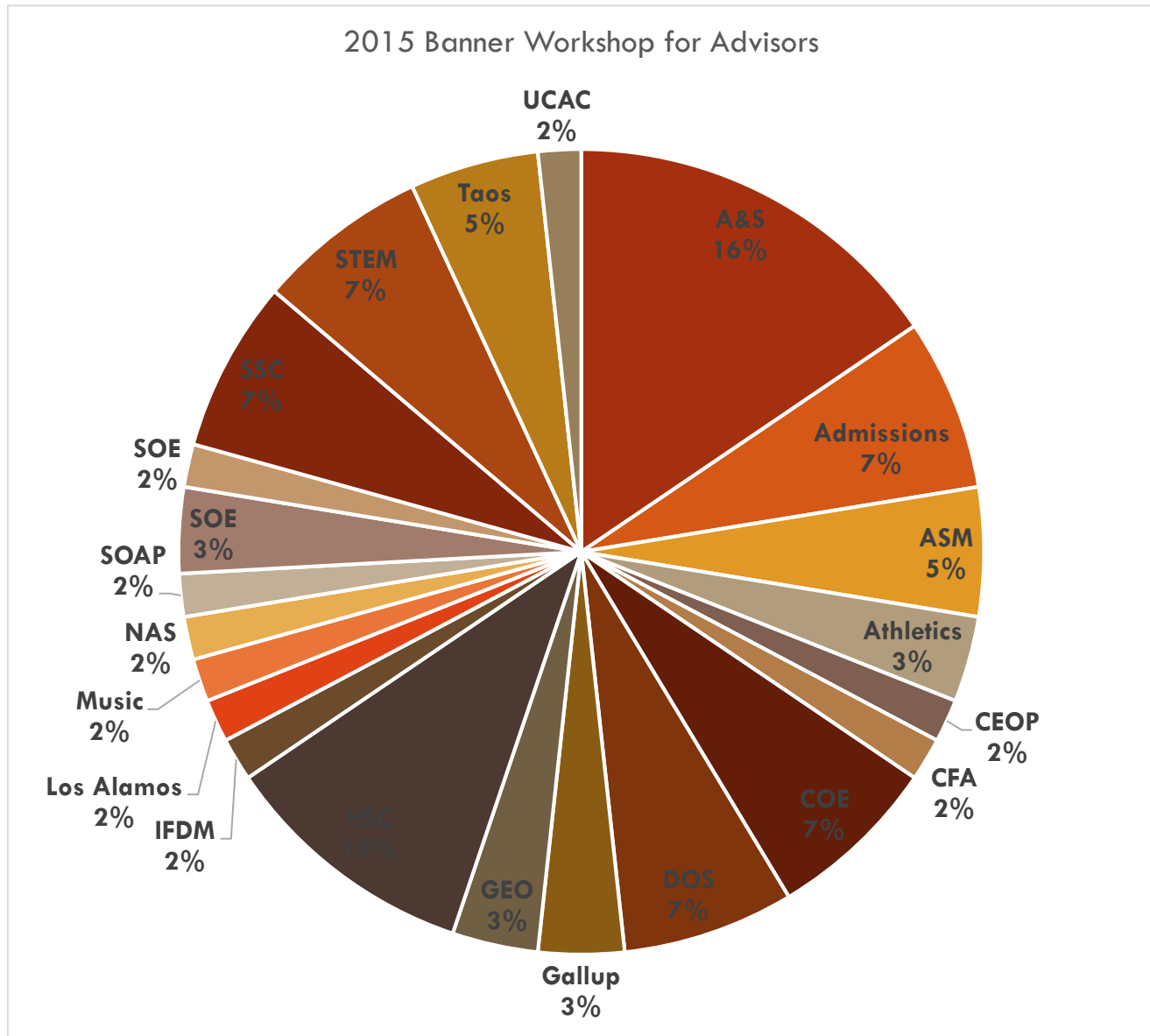
OVERVIEW

The following report is a breakdown of all of the trainings that the Advisor Training Coordinator manages, schedules, proctors, creates, updates, records learning, and provides support for. As the training coordinator I have been the chair of the advisor bi-annual institute since 2013. The scheduling, coordination, payment, implementation, follow-up, etc are responsibilities that I assume in this role. The main population of staff that I serve are undergraduate advisors. However, in many of my trainings and question answered I am required to work with Faculty and Graduate advisors as well.

Regularly Offered Trainings

Banner Workshop for Advisors

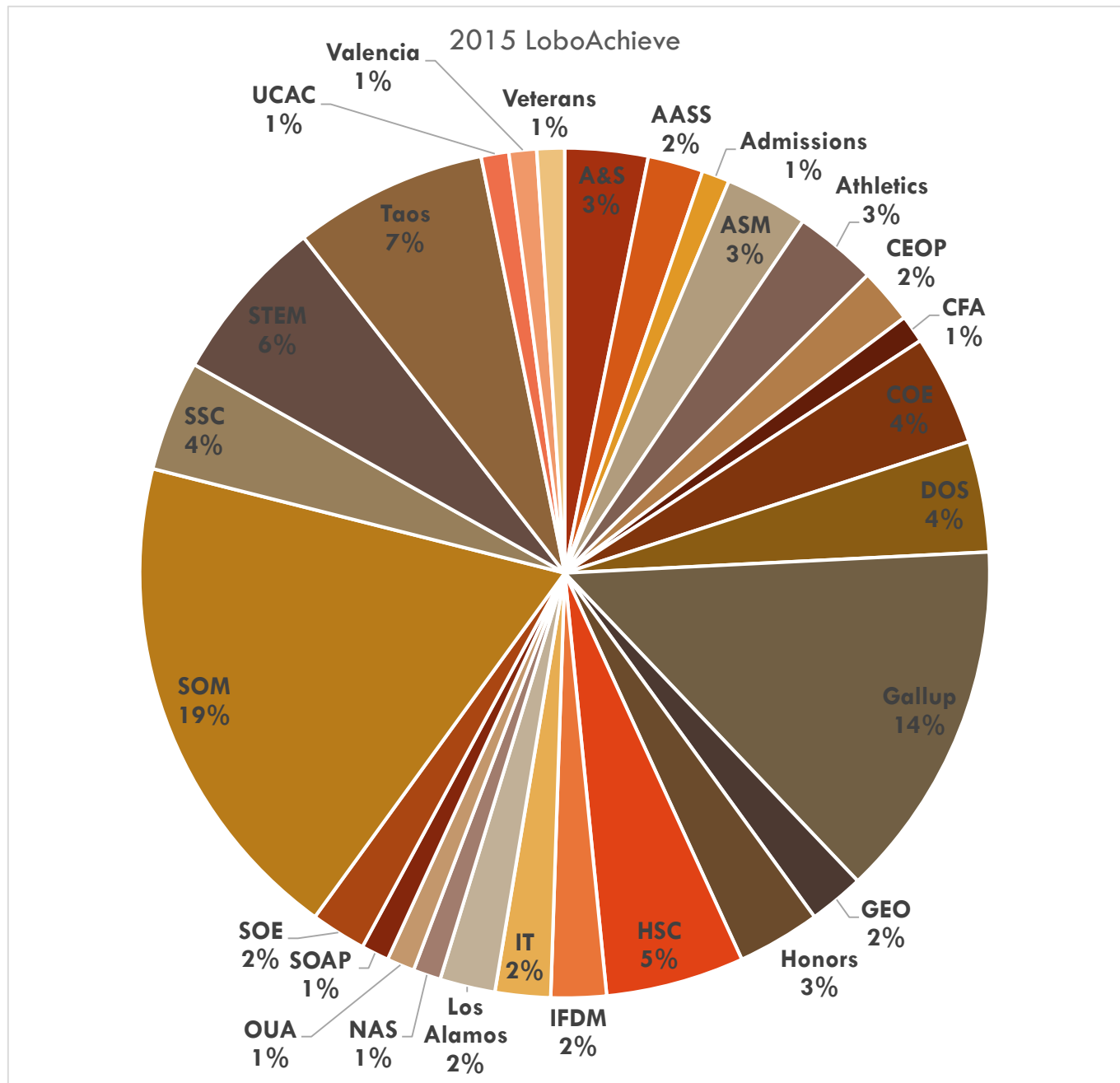
The Banner Workshop for Advisors training is designed for undergraduate staff and faculty members who need to update majors and lift holds, as well as graduate advisors who need access to the system. All staff must attend, only faculty who need access to student records for whom they are not teaching must attend. This training is offered once monthly at EOD and is a 3 hour training. During the training attendees will learn how to view student records through LoboWeb and Internet Native Banner, update students majors/hours/catalog years, expire holds, use various forms in Internet Native Banner, etc. Total trained: 65.



Regularly Offered Trainings

LoboAchieve

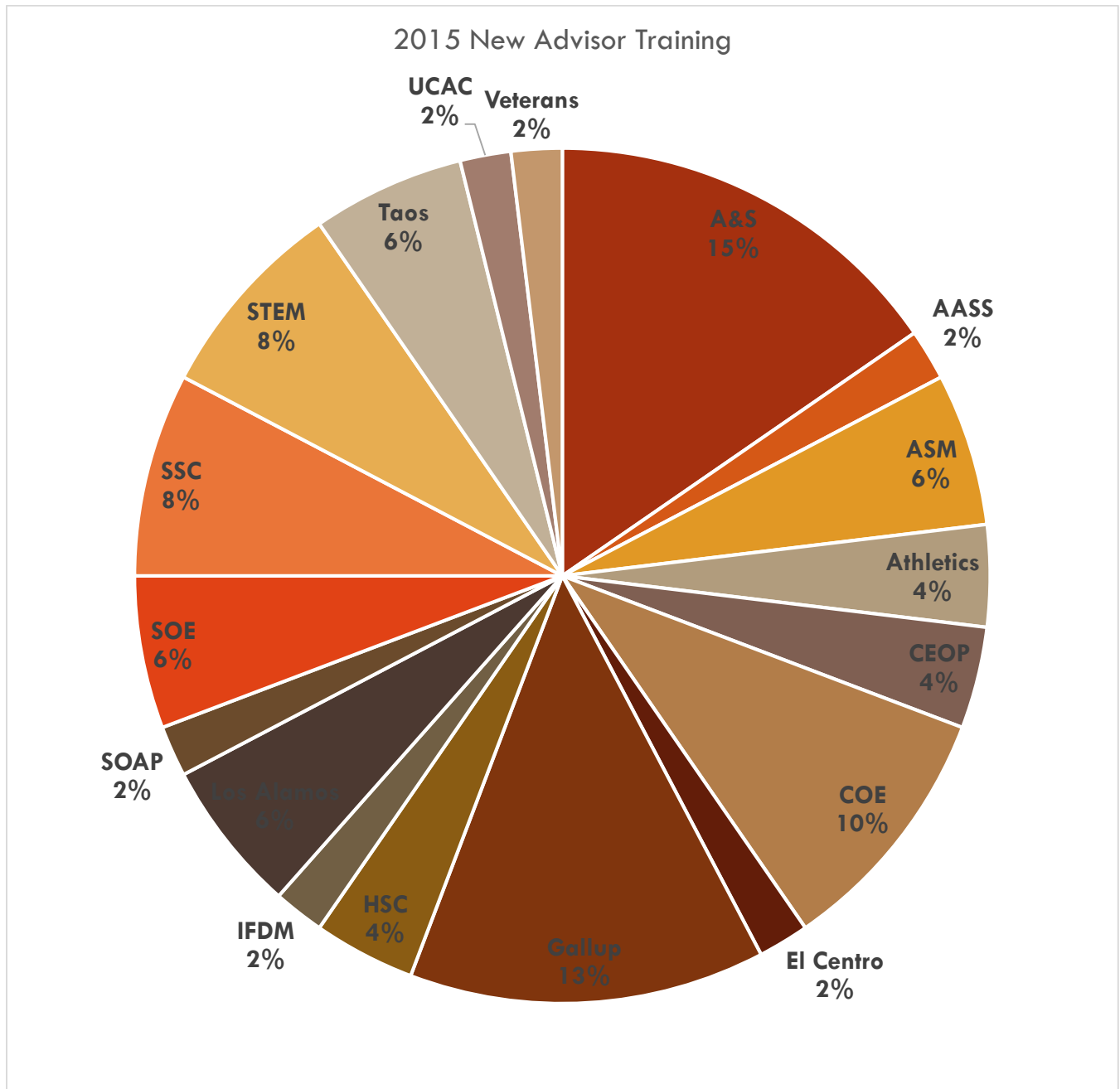
The LoboAchieve Training is designed for staff and faculty members who need access to student records in LoboAchieve. All staff must attend, only faculty who need access to student records for whom they are not teaching must attend. This training is offered once monthly at EOD and is a 2 hour training. During this training attendees will learn how to navigate the system, add office hours, maintain student records, update their own data, etc. SOM and Gallup were given special departmental trainings. This training is offered monthly and is 2 hours long. Total trained: 95.



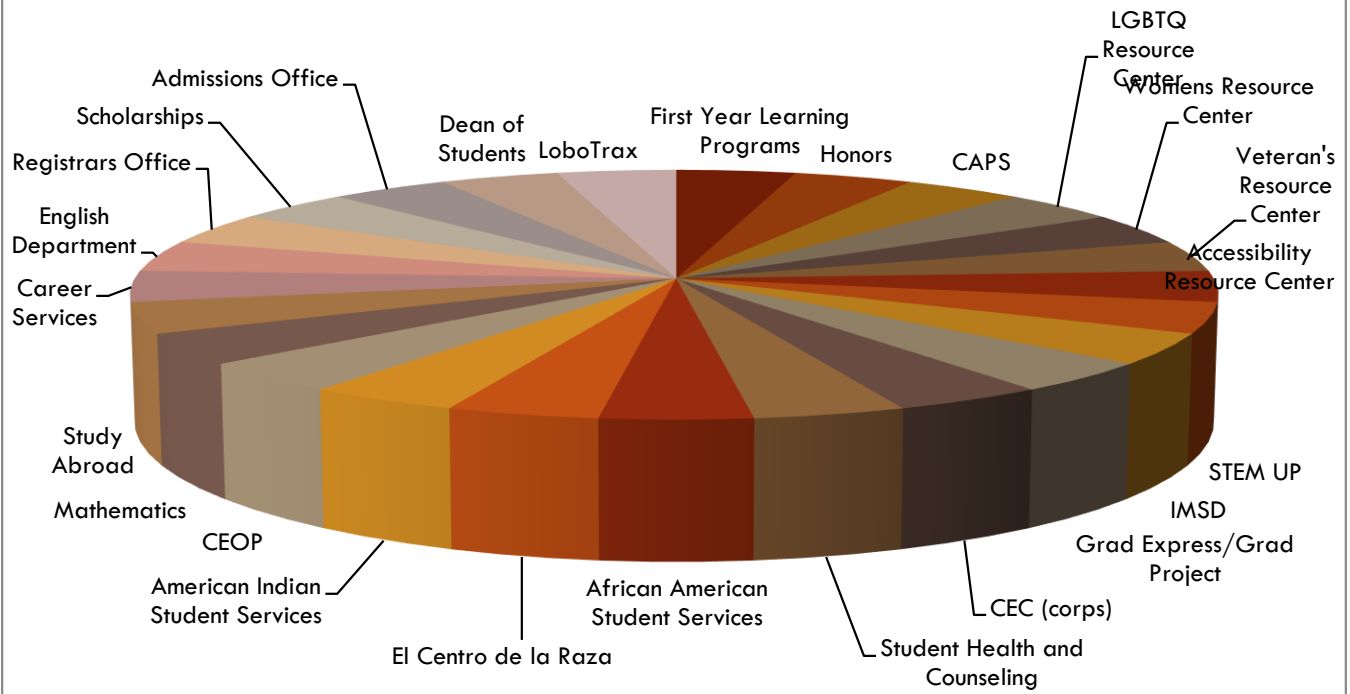
Regularly Offered Trainings

New Advisor Training

The New Advisor Training is designed for fulltime undergraduate/branch advisors. This training is required for all undergraduate/branch advisors. During this training advisors will learn: theory, UNM population/statistics, NACADA policies, UNM policy and procedures, how to advise freshmen/probation students, requirements for every degree offered at UNM. Collaborating with 26 departments to ensure new advisors are aware of resources available to students as well as departments that they will have to work with regularly. This training is offered bi-monthly and is 5 days long. Total trained: 55.



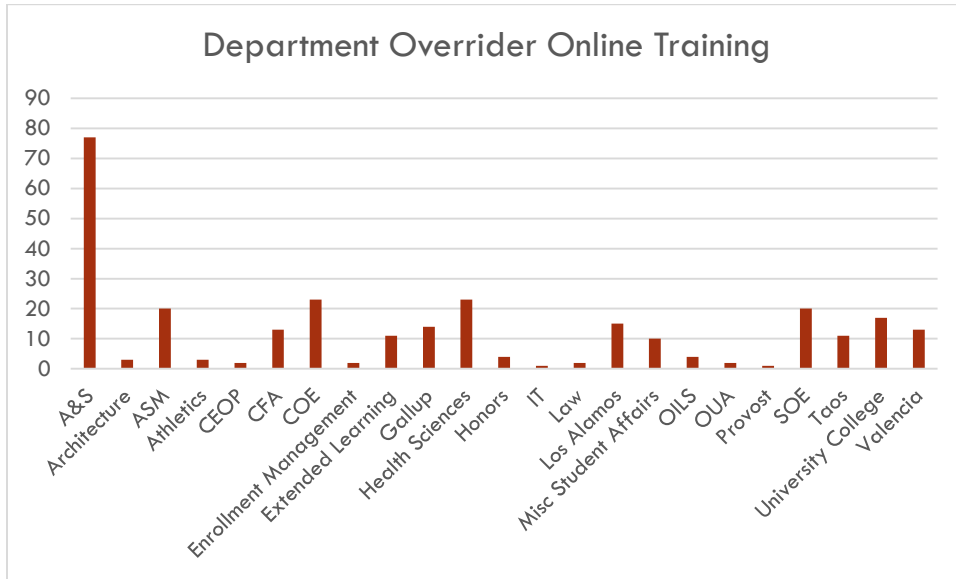
Presenters



Online Trainings

DEPARTMENT OVERRIDER TRAINING

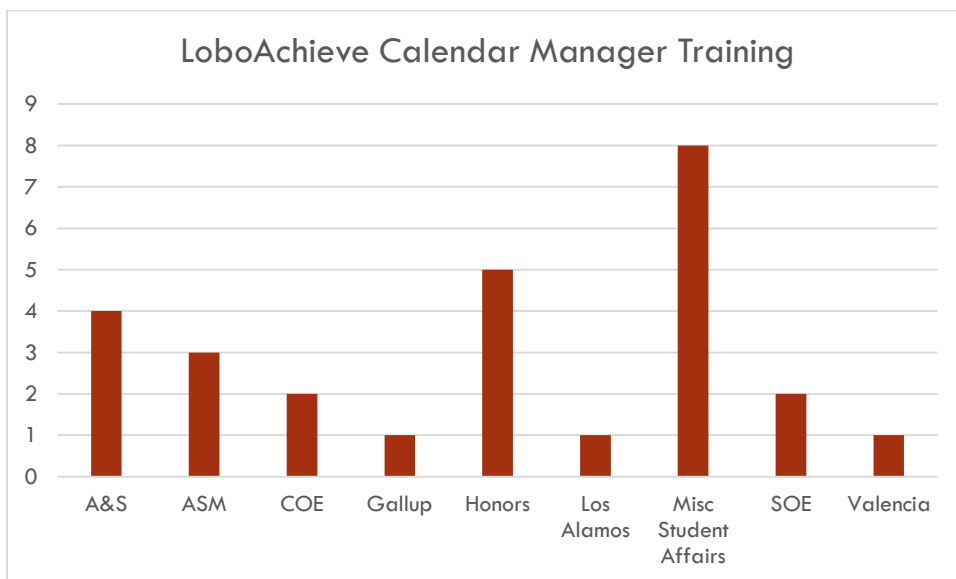
This training was created and implemented in November 2014. This training is designed to allow staff and faculty whose only role in Internet Native Banner is to provide course overrides. This is replacing the need for these users to attend the Banner Workshop for Advisors, which was the only training that was previously required. 2Total trained: 91.



Online trainings

LOBOACHIEVE – CALENDAR MANAGER

The LoboAchieve – Calendar Manager Training is designed for staff and students who need access to view their department advisors calendar to help assist students with scheduling. This training does not give the user access to student information. Total trained: 27.

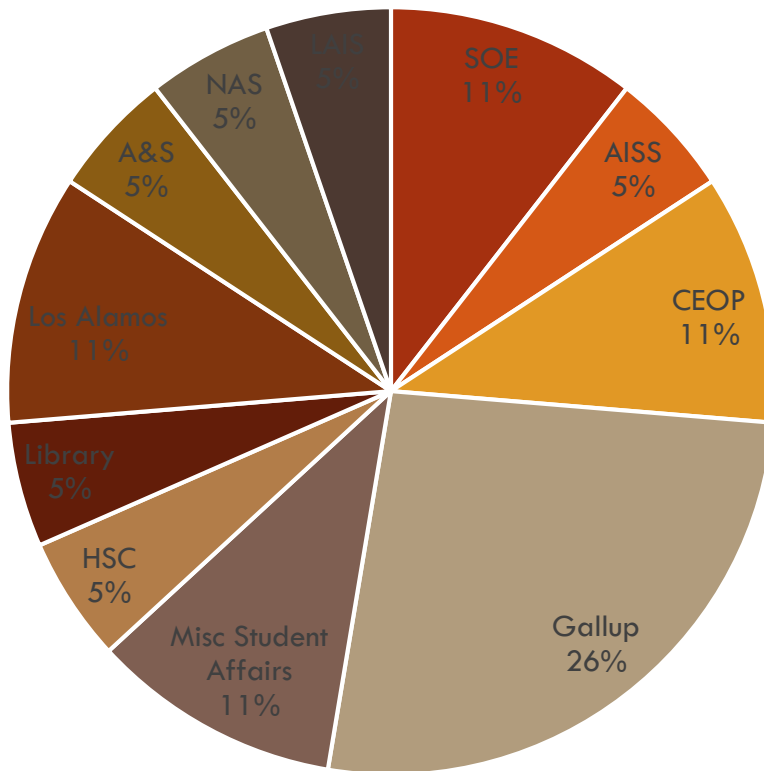


Annually offered training

ADVISOR REFRESHER TRAINING

The Advisor Refresher Training is designed for fulltime undergraduate academic affairs advisors. This training is required for any staff advisor who did not pass the annual assessment, or who wanted to attend before taking the assessment. During this training advisors will learn: theory, UNM policy and procedures, review of case studies, and personal reflection. This training is offered 2-3 times during the summer. Total trained: 19.

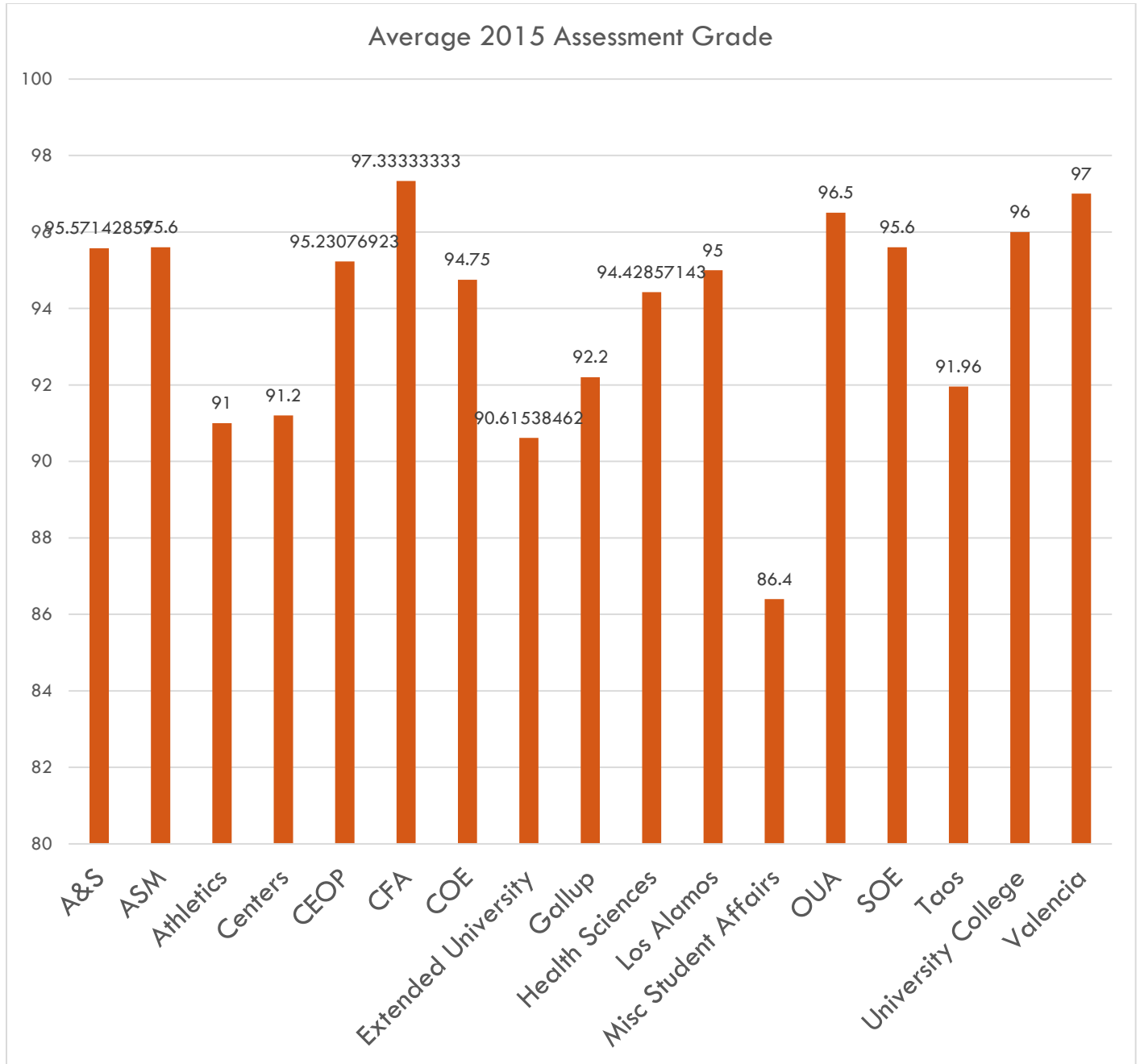
2015 Advisor Refresher department participation



Annual Assessment

ASSESSMENT

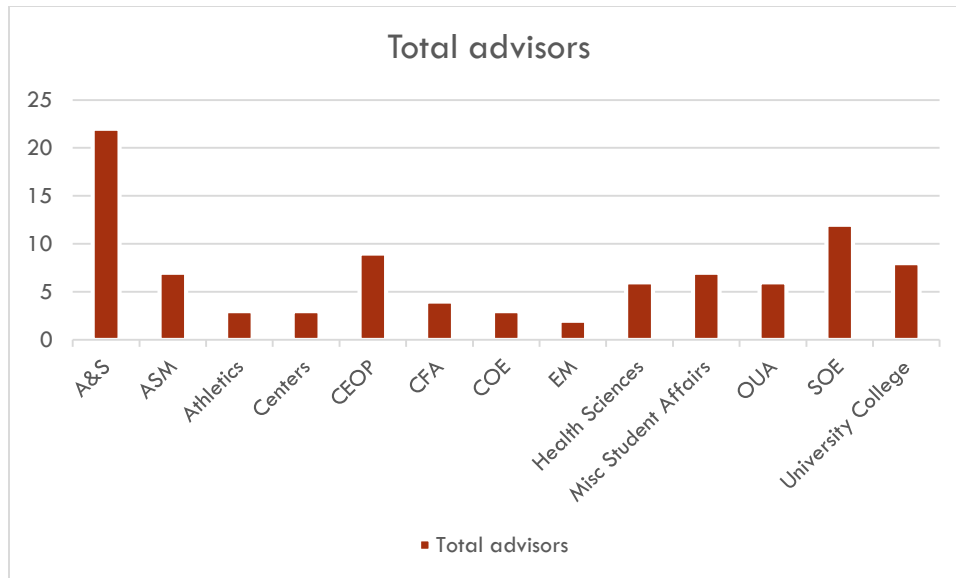
Each year academic affairs advisors are required to take and pass with a 90% an assessment that is created by the trainer and vetted with the PCA. The assessment follows NACADA recommendations and includes UNM specific questions. In order for academic affairs advisors to continue to have access to update majors or lift holds they must pass this exam. If they do not pass they are required to take the advisor refresher course and are allowed to take the assessment again.



Annual Institutes

SPRING ADVISOR INSTITUTE

During the Spring 2016 Advisor Institute we continued to offer a half day event. We utilized space in School of Engineering with the assistance of Steve Peralta. In the morning we had plenary sessions that provided general information from supporting departments that included updates advisors would need to know to effectively advise the in coming freshmen. In the afternoon there was one optional break-out session for Math. Total attended: 104.



FALL ADVISOR INSTITUTE

During the Fall 2015 Advisor Institute we had plenary sessions and breakout sessions that attendees could choose from. Multiple departments, as well as all branch's were represented as presenters and attendee's at this institute. The theme of this institute was Emergency Management. We had a guest speaker. Total attended: 151.

