



## New Degree Cover Sheet

**Title of Degree:** Online Graduate Certificate in Academic Advising

Indiana University Bloomington  
IUPUI

**Campus(es) Offering Degree:** Indiana University Southeast

**Academic Units** School of Education, Indiana University Bloomington; School of Education,  
**Proposing Degree:** IUPUI; School of Education, Indiana University Southeast

**Departments** Educational Leadership and Policy Studies; Counseling and Educational  
**Hosting Degree:** Psychology; Counseling and Counselor Education Counseling

*\* Please note – this this document cannot exceed two pages. All responses must fit in the allotted space using 10-point font.*

## I. Academic Features

### **Goals/Objectives** (*Rationale for the Program*):

The online Graduate Certificate in Academic Advising will serve students from Indiana and across the nation by providing those interested in advising careers with the opportunity to learn more about the role of the academic advisors in student success and to acquire the skills needed for success in the profession. The Graduate Certificate in Academic Advising will serve several distinct student populations:

- Current graduate students who want to work in higher education but possibly not the field in which they are earning their degrees,
- Current graduate students who want to add another facet to their degree, and
- Current advisors who have not completed professional training in academic advising in the higher education context.

### **Principal Components** (5a):

The learning outcomes for this graduate program are aligned with the core competencies model established by NACADA (2017), and students will complete 15 credits (five classes) that center on NACADA's three foundational elements: conceptual, informational, and relational. In addition to completing rigorous graduate coursework, students will complete a supervised practicum or field experience.

### **Relation to Existing Programs** (4a&b):

IU Bloomington School of Education offers a 15-credit certificate and a 41-credit Master of Science degree in Higher Education and Students Affairs. Additionally, the School of Education offers a 48-credit Master of Science in Education in Counseling and Counselor Education in the school track. However, this 100% online Graduate Certificate program is specifically geared to those students who wish to work in guidance and advising support roles in postsecondary educational institutions.

### **Coherence with Campus Mission** (2a):

This online Graduate Certificate in Academic Advising is proposed as a collaborative program to be delivered by three IU campuses—Bloomington, IUPUI, and Southeast. By design, this joint program provides efficiencies of scale while maintaining the unique characteristics of the regional campuses and the expertise of IU faculty. Online delivery allows the University, through IU Online, to expand its offerings across campuses in a cost-effective way, through developing systems of shared online resources. The online format of the program will allow students to further their education with minimal disruption to their professional and family lives.



**Benefits of the Program for Constituents (2c, iv):**

**Students**

This collaborative online certificate offers advanced skills and knowledge in academic advising to graduate students who want to work in higher education but possibly not the field in which they are earning their degrees, graduate students who want to add another facet to their degree, and existing advisors who are not trained in higher education.

**IU**

As a 100% online degree this program will reach students who cannot attend face-to-face courses, providing innovative online courses taught by regular IU faculty in a degree program that meets IU's expectations for academic excellence.

**State**

This graduate certificate program will contribute to the Indiana Commission for Higher Education's goal to provide more Hoosiers with access to affordable, flexible opportunities for education.

**Opportunities for Degree Recipients (5f) Inclusive of Any Credentials:**

The department of Labor projects the annual job openings for postsecondary academic advisors or counselor nationally at 37,300, and in Indiana, the projected annual job openings are 470. The certificate program will provide students with the educational foundation and workplace experience gained through the practicum requirement to advance their careers or enter the field. As of 2018, average academic advisor salaries in Indiana were \$49,340 and nationally, the annual pay for an academic advisor was \$57,040.

**II. Implementation:**

**Steady State Enrollment/Degree Completion Projections (year five) (enrollment spreadsheet):**

Headcount: \_\_\_\_\_

FTE: \_\_\_\_\_

Degree Recipients: \_\_\_\_\_

**Steady Resources (year five):**

***Faculty Resources (3i)***

The faculty and staff required to deliver the online Graduate Certificate in Academic Advising are in place. No new hires required.

***Capital Equipment (3iii)***

No additional capital costs will arise from delivering this Graduate Certificate.

***Facilities (3ii)***

No additional facilities will be required to deliver any of the online collaborative Graduate Certificate.

## Program Description

### **Graduate Certificate in Academic Advising**

To be offered by Indiana University at multiple campuses

#### **1. Characteristics of the Program**

- a. Campus(es) Offering Program – Collaborative Degree Shared by

IU Bloomington

IUPUI

IU Southeast

- b. Scope of Delivery: State and Nationwide as Multi-Campus Consortium  
c. Mode of Delivery: online  
d. Other Delivery Aspects: 3-hour practicum  
e. Academic Unit(s) Offering Program by campus:

School of Education, IU Bloomington

School of Education, IUPUI

School of Education, IU Southeast

#### **2. Rationale for the Program**

- a. Institutional Rationale (Alignment with Institutional Mission and Strengths)

- Why is the institution proposing this program?

Professional academic advising has been found to improve student success and retention, and the number of academic advisors in higher education continues to grow. In 2017, the National Academic Advising Association (NACADA) saw its membership increase to over 13,000 advisors and advising administrators. This growth is likely to continue as more master's degree and doctoral graduates search for alternative appointments within academia.

The proposed Graduate Certificate in Academic Advising will serve students from Indiana and across the nation and provide those interested in advising careers with the opportunity to learn more about the role of academic advisors in student success and to acquire the various skills needed for success in the profession.

By offering a program in Academic Advising, students holding a bachelor's degree can earn a graduate credential, thus also attracting students from a variety of backgrounds.

- How is it consistent with the mission of the institution?

Following the charge of [Indiana University's Mission Statement](#), the collaborative program's nature reflects Indiana University's mission to provide broad access to education for students throughout the state and as well as beyond Indiana. The collaborative nature of this program leverages the University's instructional capacity and subject matter expertise in a such a manner to maintain friendly, collegial, and humane environments, with a strong commitment to academic freedom.

- How does this program fit into the institution's strategic and/or academic plan?

The online Graduate Certificate in Academic Advising answers the charge of the [Indiana University Bicentennial Strategic Plan](#) to provide students with an excellent education that promotes access, retention, and completion through innovative online instruction that accommodates the work schedules and family demands of working students.

As a part of this initiative, the university developed IU Online to serve as administrative home to "coordinate and catalyze IU's efforts in this area." The plan summarizes the specific benefits as follows:

Online delivery will allow IU, through IU Online, to expand its offerings across campuses in a cost-effective way, through developing systems of shared online resources. IU will complete, through IU Online, a university-wide framework for online education, to enhance instructional quality and support, and create scalable economies in course and program delivery for all campuses.

- How does this program build upon the strengths of the institution?

The [Indiana University Bicentennial Strategic Plan](#) identifies the integration of new educational technologies and collaborative platforms in the development of a robust program of online education as essential tools to ensure that the university and its faculty continue to serve the citizens of Indiana. By design, this joint program provides efficiencies of scale while maintaining the unique characteristics of the regional campuses and the expertise of IU faculty.

*See Appendix 1 for web addresses to the following documents:*

- [Indiana University's Mission Statement](#)
- [Indiana University Bicentennial Strategic Plan](#)
- [IU Online: A Collaborative Model for Online Education at Indiana University](#)

## b. State Rationale

- How does this program address state priorities as reflected in the ICHE's 2020 strategic plan [Reaching Higher in a State of Change: Indiana's Agenda for Higher Education](#)?

The proposed collaborative Graduate Certificate in Academic Advising will address each one of the three goals cited in *Reaching Higher in a State of Change: Indiana's Agenda for Higher Education*.

- I. Completion—The Graduate Certificate in Academic Advising is designed as an online program to provide students with a timely means to acquire the knowledge, skills, and expertise needed to improve their efficacy and to help fill a critical need for guidance and

advising support in postsecondary educational institutions, in both Indiana and across the nation.

- II. Equity— The collaborative model for IU’s online Graduate Certificate in Academic Advising brings together the collective expertise of world-class faculty and three Indiana University campuses with the goal of incorporating the latest evidence-based research and technological innovation in online education to improve student learning. This educational model aligns with the Indiana Commission for Higher Education’s goal to provide more Hoosiers access to affordable, flexible opportunities for education. IU Online’s collaborative partnership model leverages the expertise and resources of campuses to support student success from the admissions/recruitment phase through an orientation to online learning, academic supports such as online math and writing tutoring, success coaching, financial and career services. In this program, these online wrap-around support services promote the goal of helping more students obtain educational opportunity.
- III. Talent—The workforce demand for academic advisors in higher education continues to grow as research indicates that professional academic advising improves student success and retention (Fowler & Boylan 2019; Gravel 2012). As such, higher education institutions are likely to remain invested in sufficient training for academic advisors. In 2017, the National Academic Advising Association (NACADA) saw its membership increase to over 13,000 advisors and advising administrators.

c. Evidence of Labor Market Need

i. National, State, or Regional Need

- Is the program serving a national, state, or regional labor market need?

The U. S. Bureau of Labor Statistics (BLS) and the Indiana Department of Workforce Development (DWD) employment projections indicate that students completing graduate work in Academic Advising will help fill national and state labor market needs. In addition, in 2020 the education consulting firm EMSI: Labor Market Analytics’ economic modeling also predicted significant growth in postsecondary job listings for people with graduate school credentials in academic advising to work as guidance, school, and vocational counselors as well as postsecondary education administrators in both regional and national markets.

Source: EMSI: Labor Market Analytics. “Program Market Demand: Academic Advising Q1 2020 Data Set.” 2020.

*See Appendix 2 for Indiana DWD and/or U.S. Department of Labor Data source data.*

ii. Preparation for Graduate Programs or Other Benefits

- Does the program prepare students for graduate programs or provide other benefits to students besides preparation for entry into the labor market?

The Certificate program will provide students with the educational foundation and workplace experience gained through the practicum requirement to advance their careers or enter the field. Select students who complete the Certificate Program may opt to pursue a master's degree in higher education administration or counseling although the number of students who do so is not expected to be large.

#### Summary of Indiana DWD and/or U.S. Department of Labor Data

Data available from the Indiana Department of Workforce Development project annual job openings nationally at 37,300, and in Indiana, project the annual job openings at 470. As of 2018, average academic advisor salaries in Indiana were \$49,340 and nationally, the annual pay for an academic advisor was \$57,040.

*See Appendix 2 for Indiana and/or U.S. Department of Labor Data source data.*

#### iii. National, State, or Regional Studies

- Summarize any national, state, or regional studies that address the labor market need for the program.

In a survey conducted between January 2018 and February 2020, education consulting firm EMSI: Labor Market Analytics compiled the following employment data. Using the Classification of Instructional Programs (CIP) codes 13.1101 Counselor Education/School Counseling and Guidance Services; 11-9033 Education Administrators, Postsecondary, their survey found:

- 3,293 projected annual job openings in Indiana, Illinois, Kentucky, Michigan, and Ohio that students with credentials in Academic Advising could pursue.
- In 2019 regional job growth as projected by EMSI was 4% above the national average.
- Median salaries in Indiana, Kentucky, Ohio, Michigan and Illinois for postsecondary educational, guidance, school, and vocation counselors and postsecondary education administrators were projected at \$29.47 per hour; \$58,940 per year.

Source: EMSI: Labor Market Analytics. "Program Market Demand: Academic Advising Q1 2020 Data Set." 2020.

#### iv. Surveys of Employers or Students and Analyses of Job Postings

- Summarize the results of any surveys of employers or students and analyses of job postings relevant to the program.

*See Appendix #3 for recent job listings for university level academic advisor job positions in Indiana posted in the summer of 2020.*

- Academic advisor | Employer: Purdue University, located in West Lafayette, IN
- Academic advisor | Ivy Tech Community College, located in Richmond, IN

#### v. Letters of Support

- Summarize, by source, the letters received in support of the program.

*See Appendix 4 for support letter*

### 3. Cost of and Support for the Program

#### a. Costs

##### i. Faculty and Staff

- Of the faculty and staff required to offer this program, how many are in place now and how many will need to be added (express both in terms of number of full- and part-time faculty and staff, as well as FTE faculty and staff)?

The faculty and staff required to deliver this degree are in place. Indiana University has been highly proactive in its stance toward online education and provided many support systems to faculty who want to learn to teach in the online context.

*See Appendix 5 for Faculty and Staff Detail*

##### ii. Facilities

- Summarize any impact offering this program will have on renovations of existing facilities, requests for new capital projects (including a reference to the institution's capital plan), or the leasing of new space.

This program will not require any renovations or new space.

##### iii. Other Capital Costs (e.g. Equipment)

- Summarize any impact offering this program will have on other capital costs, including purchase of equipment needed for the program.

No additional capital costs are required.

#### b. Support

##### i. Nature of Support (New, Existing, or Re-allocated)

- Summarize what reallocation of resources has taken place to support this program.

The Offices of Online Education (OOE) and Collaborative Academic Programs (OCAP) coordinate and support the delivery of IU's multi-campus online degrees. Campus-specific costs will be covered by existing resources.

- What programs, if any, have been eliminated or downsized in order to provide resources for this program?

None

##### ii. Special Fees above Baseline Tuition

Students will be assessed an existing \$30 per credit distance education fee, in addition to baseline Trustee approved tuition and mandatory fees. This fee supports online infrastructure, compliance, course design, and student support services.

### 4. Similar and Related Programs

#### a. List of Programs and Degrees Conferred

##### i. Similar Programs at Other Institutions

- CHE staff will summarize data from the Commission’s Program Review Database on headcount, FTE, and degrees conferred for similar programs in the public sector, as well as information on programs in the non-profit and proprietary sectors, to the extent possible.
- See *CHE Appendix A: Similar Programs at Other Institutions, Detail*

ii. Related Programs at the Proposing Institution

- CHE staff will summarize data from the Commission’s Program Review Database on headcount, FTE, and degrees conferred for related programs at the proposing institution.
- See *CHE Appendix B: Related Programs at the Proposing Institution*

b. List of Similar Programs Outside Indiana

- If relevant, institutions outside Indiana (in contiguous states, MHEC states, or the nation, depending upon the nature of the proposed program) offering (on-campus or distance education) programs that are similar:

The following face-to-face programs would be competitors to this degree program:

Eastern Michigan University  
 University of Wisconsin - Oshkosh  
 Ohio State University – Main campus  
 University of Illinois at Urbana-Champaign  
 Northern Illinois University

The following list includes highly ranked 100% online programs that could compete with this program:

University of Central Florida  
 Kansas State University  
 Southern New Hampshire University

c. Articulation of Associate/Baccalaureate Programs

Not Applicable

d. Collaboration with Similar or Related Programs on Other Campuses

The collaborative online Graduate Certificate in Academic Advising will be listed with the other 100% online programs posted at IU Online web portal and will receive marketing and recruitment support from the Office of Online Education (OOE). OOE staff and representatives will be trained to answer initial responses regarding the program and refer prospective students to the campuses for follow-up. OOE will partner with this academic program to provide marketing and recruitment campaigns that reinforce the overall recruitment message and maximize the utilization of OOE, campus, and program resources. OOE will provide effective tracking of marketing campaigns and establish Return on Investment for marketing and recruitment of IU Online students.

In addition, OOE will provide a suite of services for online students, such as

- onboarding/orientation to online education at IU,
- success coaching and mentoring services,
- math and writing tutoring,
- career services.

## 5. Quality and Other Aspects of the Program

a. Credit Hours Required/Time To Completion

The graduate certificate in Academic Advising is 15 credit hours overall. Students taking three (3) credits per semester and over the summer will be able to complete the degree in 1 ½ -2 years.

*See Appendix 6 for Credit Hours Required/Time To Completion, Detail*

b. Exceeding the Standard Expectation of Credit Hours

Not Applicable

c. Program Competencies or Learning Outcomes

- List the significant competencies or learning outcomes that students completing this program are expected to master.

**Program Learning Outcomes: Program Goals:**

The learning outcomes for this graduate program are aligned with the core competencies model established by NACADA (2017). The student competencies are focused on the three foundational elements – conceptual, informational, and relational. *Continued on next page.*

### Conceptual

- Apply the foundational theories related to student development and adult development.
- Utilize helping skills related to guiding students through their collegiate experience.
- Create equitable and inclusive environments.

### Informational

- Understand the organizational structure of higher education institutions.
- Distinguish between the characteristics, needs, and experiences of various student populations.
- Apply the academic mission of the institution to advising interactions.
- Utilize helping skills related to guiding students through their collegiate experience.

### Relational

- Articulate a personal philosophy of academic advising.
- Demonstrates knowledge of the academic curriculum as a pathway to program completion.
- Develop methods for how to engage in continuous assessment and evaluation of advising practices.
- Cultivate collegial relationships across the institution to promote student success.

In addition to completing rigorous graduate coursework, students will complete a supervised practicum or field experience.

#### d. Assessment

- Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.

The Graduate Certificate in Academic Advising Faculty Committee will identify signature assessments and develop a primary trait rubric for each of the learning outcomes associated with program goals. The Office of Collaborative Academic Programs will post the rubrics to instructors' courses hosted within Canvas Learning Management System (LMS). Each instructor in the program will evaluate at least one assignment using the rubric to assess how students in the course met its designated learning outcome.

The steering committee will hold an annual meeting to review the assessment rubric results to evaluate the effectiveness of the overall curriculum, and consider how the curriculum can be improved

The Office of Collaborative Academic Programs will support faculty in the collection of assessment data for the collaborative online Graduate Certificate in Academic Advising and facilitate sharing of the yearly results to appropriate campus stakeholders. A full program-review based on assessment data will be conducted in the spring semester of the fourth year (following implementation) of the program and prior to the expiration of the current Memorandum of Agreement

#### e. Licensure and Certification

Not applicable.

#### f. Placement of Graduates

- Please describe the principle occupations and industries, in which the majority of graduates are expected to find employment.

Students who fulfill the requirements of the collaborative online Academic Advising Certificate can expect to find employment as academic advisors, directors of student services, student advisors, assistant directors (management), academic coordinators, admissions counselors, student service specialists, or program coordinators.

- If the program is primarily a feeder for graduate programs, please describe the principle kinds of graduate programs, in which the majority of graduates are expected to be admitted.

While the audience for the collaborative online Graduate Certificate in Academic Advising is likely to be a mix of working adults and full-time graduate students, some students may enjoy the graduate coursework to the degree that they will pursue admission to a graduate degree program although this certificate program is not likely to produce significant numbers of graduate school applicants.

g. Accreditation

- Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.

There is not currently a national body that accredits academic advisors or academic advising programs; however, the profession is organized around a set of nationally recognized training and education standards developed by the leading national organization National Academic Advising Association (NACADA). The curriculum of the Graduate Certificate in Academic Advising incorporates the NACADA standards.

## **6. Projected Headcount and FTE Enrollments and Degrees Conferred**

Information is not required for new graduate certificate programs.

*Appendix 1: Institutional Rationale Detail*

- Indiana University's 2014 Mission Statement is posted to the IU website at:  
<https://strategicplan.iu.edu/mission-values-vision/mission.html>
- Indiana University Bicentennial Strategic Plan posted to the IU website at:  
<https://strategicplan.iu.edu/plan/education.html>
- January 2016 IU Online: A Collaborative Model for Online Education at Indiana University posted to the IU website at:  
[https://teachingonline.iu.edu/about/staff/collaborative\\_model.html](https://teachingonline.iu.edu/about/staff/collaborative_model.html)

**Indiana and US Department of Labor Workforce Data – Educational, Guidance, and Career Counselors and Advisors**

<b>Quick Facts: Educational, Guidance, and Career Counselors and Advisors</b>	<b>US National</b>	<b>Indiana</b>
<b>2019 Annual Pay</b> (average)	\$57,040 per year	\$49,340
<b>Typical Entry-Level Education</b>	Bachelor’s degree, Master’s preferred	Bachelor’s degree, Master’s preferred – occasionally knowledge of field, such as medical, engineering.
<b>Number of Jobs</b> US, 2018-2028   Indiana, 2016-2026	324,500	3,920
<b>Job Outlook</b> , US, 2018-2028   Indiana, 2016-2026	+8% (Faster than average)	+11%
<b>Projected Employment</b> US 2018-2028   Indiana, 2016-2026	351,700	4,350
<b>Projected Annual Job Openings</b> , US, 2018-2028   Indiana, 2016-2026	37,300	470

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, Educational, Guidance, and Career Counselors and Advisors*, retrieved May 5, 2020. <https://www.bls.gov/oes/current/oes211012.htm>

O\*NETOnline, *Summary Report for 21-1012.00 – Educational, Guidance, School, and Vocational Counselors*, retrieved May 5, 2020. <https://www.onetonline.org/link/summary/21-1012.00>

**Indiana and US Department of Labor Workforce Data – Postsecondary Education Administrators**

<b>Quick Facts: Postsecondary Education Administrators</b>	<b>US National</b>	<b>Indiana</b>
<b>2019 Annual Pay</b> (average)	\$95,410 per year	\$88,640
<b>Typical Entry-Level Education</b>	Master’s degree	Master’s degree.
<b>Work Experience in a Related Occupation</b>	Less than five years	Less than five years
<b>Number of Jobs</b> US, 2018-2028   Indiana, 2016-2026	192,600	3,260
<b>Job Outlook,</b> US, 2018-2028   Indiana, 2016-2026	+7% (Faster than average)	+9%
<b>Projected Employment</b> US 2018-2028   Indiana, 2016-2026	206,100	3,560
<b>Projected Annual Job Openings,</b> US, 2018-2028   Indiana, 2016-2026	16,800	280

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, Postsecondary Education Administrators*, retrieved May 5, 2020. <https://www.bls.gov/oes/current/oes211012.htm>

O\*NETOnline, *Summary Report for 11-9033.00 – Education Administrators, Postsecondary*, retrieved May 5, 2020. <https://www.onetonline.org/link/summary/21-1012.00>

### *Appendix 3: Job Listing #1 Academic Advisor, Purdue University*

*Job Postings from Purdue.com, opportunities.ivytech.edu. Due to Covid-19 and the resulting budgetary necessities, many universities and colleges are not posting positions.*

Category: academic advisor

Requisition ID: 9711

Date Posted: /5/2020

Location: Purdue University, located in West Lafayette, IN

Date Closing: open until filled

#### *Job Summary:*

The Academic Advisor will support the students within the School of Industrial Engineering. Responsibilities include advising current students; meeting with prospective students and families; guiding students in developing a plan of study that meets degree requirements; and communicating and working with the College of Engineering, the Registrar, the Dean of Students and other University Offices to maximize student access and success.

Critical to the role is the effective planning, coordination, and support of a student's academic experience to help guide them through the Industrial Engineering program in the manner that best meets their needs while satisfying the curriculum requirements.

#### *You must be able to be:*

- Dependable and Reliable
- Ensure implementation of evidenced based practices
- Develop and implement Individual treatment plans
- Facilitate case conferences and discharge conferences for clients
- Oversee coordination of psychiatric and behavioral health services
- Oversee timely notification of referral dispositions
- Actively participate in staff meetings and group supervision
- Provide Crisis management
- Complete all necessary paperwork promptly

#### *Qualifications:*

- Master's degree in relevant field
- At least 1 year of work experience with academic advising, student services, student affairs, career development, counseling, teaching, and/or advising
- Knowledge of academic advising
- Strong oral and written communication skills
- Excellent customer service skills and professionalism in dealing with external business partners, students, faculty, and staff
- Exceptional interpersonal skills with the ability to influence and build working relationships among a diverse workforce at all levels
- Strong organizational and time management skills with emphasis on accuracy and attention to detail
- Motivated individual with ability to efficiently multitask, work under pressure, handle frequent interruptions and meet deadlines
- Capable of taking initiative, assuming responsibility and handling confidential information with discretion
- Ability to work independently and contribute to a team environment
- Basic proficiency in software: Microsoft Word, Excel, Power Point, and Outlook (Electronic email/Calendaring)

#### *Job Type: Full-time*

Salary: \$42,256 /year according to [www.glassdoor.com](http://www.glassdoor.com)>Salaries>Academic Advisor

Retrieved 5 June 2020, <https://careers.purdue.edu/job/West-Lafayette-Academic-Advisor-IN-47906/635623800/>

### *Appendix 3: Job Listing #2 Academic Advisor, Ivy Tech Community College*

Category: Academic Advising/Academic Support

Date Posted: 3/6/2020

Job ID: 506724

Location: Richmond, IN

Date Closing: 15 June 2020

#### *Job Description:*

Provide developmental academic advising for new and continuing students using a case management approach. Assist students in defining personal and academic career goals, interpreting and understanding placement scores, program curriculum and pre-requisites, and developing basic skills to register for courses, as appropriate. The Academic Advisor will refer students to appropriate internal and external resources that foster student success.

#### *Education:*

- Bachelor's degree in education, psychology, counseling, social work, or related fields.
- Minimum of three (3) years of experience in academic advising, admissions, career counseling or related higher education area is required or one (1) year of experience with a Master's degree.
- Experience working with and being committed to diverse communication is required.
- Excellent communication and time management skills, as well as the ability to demonstrate initiative and working in a team environment is required.
- Working knowledge of word processing, spreadsheet, email, and database applications including student records management systems and online social media tools.
- Administrative and organizational skills along with strong customer service attributes are necessary.

#### *Preferred:*

- Master's degree in college student personnel, higher education, counseling psychology, or related discipline is preferred.
- Minimum of one to two years of relevant experience demonstrating leadership qualities is preferred.
- Community College experience or credential preferred.

#### *Major Responsibilities:*

- Demonstrate strong commitment to student development and success through advocacy, positive attitude, adaptability, approachability, problem solving, and support
- Demonstrate developmental academic advising that assists students in clarifying personal and academic career goals through the use of appropriate student development, human development, and student learning theories
- Assist students in interpreting and understanding placement scores, program curricula, and pre-requisites, etc.
- Assist students in gaining a basic understanding of the College's registration process and processes that need to be completed prior to the beginning of each semester
- Maintain current knowledge of the institution's academic programs, curriculum, practices and academic and student policies
- Coordinate with other Student Affairs and Academic Affairs areas to ensure accuracy of advising materials distributed to students, faculty, and staff
- Possess a working knowledge of the various types of student financial assistance programs
- Manage academic advising case load in a manner that promotes retention, persistence, and student success through proactive interactions and interventions
- Assist students in the development of an Individualized Academic Plan
- Monitor student progress through regular meetings, communications, interventions, assessments, and data collection
- Maintain academic advising records in compliance with College and the Family Educational Rights and Privacy Act (FERPA)
- Develop and maintain appropriate relationships with students, faculty, and staff
- Utilize a communication plan to engage the college community in the academic advising process
- Engage in behaviors that create an inclusive environment in which all people are valued, supported, and respected
- Actively participate in professional development opportunities and professional organizations, as well as college-wide committees, etc.
- The above list of duties should not be contrasted as an exhaustive list. Other duties logically associated with the position may be assigned.

*Job Type:* Full-time. | *Salary:* \$38,460 /year according to [www.glassdoor.com](http://www.glassdoor.com)>Salaries>Academic Advisor

Retrieved 5 June 2020, <https://opportunities.ivytech.edu/cw/en-us/job/506724/academic-advisor>

## Appendix 4: Support Letter

Dear Ms. Sanders:

This email is meant to serve as an external support reference for the Indiana University graduate certificate in academic advising.

Having been involved with the profession of academic advising since the early 1970s, I have reached the conclusion that formal education in preparing to be an academic advisor is becoming a necessary prerequisite to practice. Such formal education can start with certificates. This movement is an outcome of the continuing use of academic advisors on our college campuses. Further, it appears that as colleges become increasingly complicated to navigate, the need for appropriately educated academic advisors is critical.

Certificates provide a useful educational venue for many constituents: those who have earned a bachelor's degree only or those who want to combine the certificate with a masters or doctoral program. And obviously the opportunity to study on line as well as in residence gives the certificate added flexibility.

I am well acquainted with this particular certificate program having served on the committee as an external consultant during the development stage of the certificate's curriculum. It is a well throughout out certificate which adds significantly to the advancement of academic advising, not only in the US but globally as well.

In conclusion, I support this certificate and its implementation at Indiana Unviersity.

Eric R. White, Ed.D

Executive Director Emeritus, Division of Undergraduate Studies

Associate Dean for Advising Emeritus

The Pennsylvania State University

500 E. Fairmount Avenue

State College, PA 16801

[www.personal.psu.edu/erw2](http://www.personal.psu.edu/erw2)

## Appendix 5: Faculty and Staff Detail

### Indiana University Bloomington

Danielle DeSawal, Clinical Professor, Higher Education and Student Affairs  
Cindy Ann Kilgo, Assistant Professor, Higher Education and Student Affairs  
Lucy LePeau, Associate Professor, Higher Education and Student Affairs  
Rebecca Martinez, Associate Professor, Counseling and Educational Psychology  
Maurice Shirley, Assistant Professor, Higher Education and Student Affairs  
Vasti Torres, Professor, Higher Education and Student Affairs

### Indiana University IUPUI

Shannon Jackson, Associate Faculty of Education

### Indiana University Southeast

Mary Bradley, Associate Professor, School Counseling  
Sau Hou Chang, Professor of Education

Appendix 6: Credit Hours Required/Time To Completion Detail

a. Required courses & degree map

<b>Collaborative Graduate Certificate in Academic Advising Requirements</b>		
<i>Curriculum and Required Credits</i>		<b>15 Crs</b>
1. Academic Advising	EDUC U540 Academic Advising in the Collegiate Environment	<b>3</b>
2. Higher Education Administration: Select one course	EDUC C565 Introduction to College and University Administration	<b>3</b>
	EDUC C544 Introduction to Student Affairs Administration Work in Higher Education	
3. Counseling: Select one course	EDUC G522 Counseling Theories	<b>3</b>
	EDUC G575 Multicultural Counseling	
4. Student/Adult Development: Select one course	EDUC D505 Adult Learning Through the Lifespan	<b>3</b>
	EDUC P510 Psychology in Teaching	
	EDUC P540 Learning and Cognition in Education	
	EDUC U556 Applying Student Development Theory to Practice	
5. Practicum/Field Experience	EDUC U560 Internship in Student Affairs	<b>3</b>