



# THE Eagle Eye *Advisor*



Volume 1 • Issue 1 • Fall 2012

## ***Did You Know?***

CSI uses Internet Phone (IP) webcam technology to provide advising services to students at our off-campus centers.

The Learning Assistance Center (LAC) serves over 800 students every semester.

The Testing Center is now open until 9:30 pm on Fridays and from noon to 5:00 pm on Saturdays.

The Advising Center has had over 6,300 visits from students since January 2012.

College of Southern Idaho  
315 Falls Avenue  
PO Box 1238  
Twin Falls ID 83303-1238

**Advising Center**  
Phone: (208)732-6250  
advising@csi.edu  
<http://advising.csi.edu>



## **Welcome Message** *by Dr. Edit Szántó*

It is my great pleasure to welcome you to “The Eagle Eye Advisor,” our new advising newsletter. The newsletter was born out of a collaborative effort between Advising Center staff and members of the Advising Committee.

Nationally, as focus shifted from access to **access and success**, several studies and reports have emphasized the importance of academic advising. Getting students to enroll into college is still very important, but it is only the first step. We need to ensure that they learn, develop, and reach their educational goals. It is also our responsibility to ensure that students understand the importance of graduating - in a timely fashion, with the appropriate knowledge and skills, and preferably with little or no student debt. This is not an easy task. Students need our help inside the classroom and outside the classroom. The role of advising is more clear than ever. **Advising is key to the success of our students.** Students need quality, ongoing, personalized, and sometimes intrusive advising in order to persist and complete their degrees or certificates. Students have different needs, so what works for one student will not necessarily work for all other students. In order to be effective, advisors must get to know the students, understand their goals and objectives, strengths and weaknesses, as well as the opportunities and challenges they face. Advisors need to be great listeners and effective communicators. They must be very knowledgeable of the different programs and services we offer, specific graduation requirements, and applicable due dates, policies, and procedures. It is not enough to know all this information, they must be able to communicate it to the students in a way that is understandable to them.

Helping students succeed takes a collective effort. All of us have a role. We need opportunities to share best practices and learn from each other. This newsletter is another way to allow us to do just that.

Many kudos to Cesar and his staff! I hope you'll enjoy the newsletter and please send us your questions and suggestions.

*We want to hear from you! Please send us your ideas on what you would like to see in future publications. Is there a topic of interest that you would like to see addressed in the next issue? If your idea is used, you can receive a mystery prize for participating. Please email suggestions or comments to [kscholes@csi.edu](mailto:kscholes@csi.edu).*



## Faculty Advising Corner *featuring Lori Garnand*

The Office of Instructional Administration has been collaborating with departments on

campus to construct two (technical certificates) and four semester (associate's degrees) plans, and make the documents available to students online. The [Information Technology](#) (IT) department has formatted their degree checklists to reflect the semester-by-semester outline, and we have asked Lori Garnand to share her perspective on these valuable advising planning forms.

“Program advisors in the Information Technology Department have historically produced sequences of courses based on a four semester model to provide clarity for curricula design and cross program departmental advising. While extremely beneficial to department advisors, this information was not widely published for student use. However, with the advent of self-advising and online registration, it was decided that such a plan would be a constructive tool for students as they progressed through a program.

Each sequence assumes that students have completed all pre-requisites and are prepared to begin program course work. The suggested order of classes can be individualized to assist students in

CSI		Administrative Assistant Checklist	
Major Code: 4338T - Technical Certificate			
<b>Fall Semester Freshman Yr</b>			
ACCB 129	Introduction to Bookkeeping (6 cr)		
CISA 101	Computer Literacy Skills Development (3 cr)		
CISA 104	Business Writing (3 cr) (Fall Only)		Prerequisite: ENG
CISA 142	Intermediate Word Processing (3 cr)		Prerequisite: ENG
ENGL 101	English Composition 1 (3 cr)		Prerequisite: ENG
<b>Spring Semester Freshman Yr</b>			
CISA 107	Communicating with Technology (3 cr) (Spring Only)		
CISA 110	Ten Key Skills (1 cr)		Prerequisite: MAT
CISA 114	Office Procedures (3 cr) (Spring Only)		Prerequisite: CISA
CISA 116	Spreadsheet Applications (3 cr)		Prerequisite: CISA
MATH 123	Math in Modern Society (3 cr)		Prerequisite: MAT
Gen. Ed. Soc. Sci.	Choice: _____ (3 cr)		
Total credit hours required for this major: 33			

reaching their personal educational goals but do provide a starting point and structure for optimal program completion.

Availability online and in departmentally produced printed brochures, they provide the flexibility to quickly respond to any changes that may be needed, for instance if the semester a course is offered is altered. Student response has been positive and while this may not be applicable to all, the four semester plan has been beneficial to IT students and advisors.”

If you would like more information or need a helping hand with semester plan outlines, feel free to contact Lori Garnand or the Advising Center staff! (208)732-6317 or [lgarnand@csi.edu](mailto:lgarnand@csi.edu)

## Advising Best Practices Spotlight: Computer Skills Assessment

Major advisors are aware that the Computer Skills Assessment (CSA) is part of the associate's degree curriculum; however, some of our students are either waiting too long or are not aware of the CSI requirement. According to Erin Devlin, CSI Retention & Graduation Coordinator, there were 140 students that applied for graduation last spring who had not yet met the CSA requirement. By the time the semester ended, there were still 62 students needing to fulfill the CSA requirement for graduation.

The CSA Committee strongly recommends that the CSI exam, which is comprised of five sections: email/Internet, general technology, word processing, spreadsheet, and presentation using MS Office Suite,

be successfully completed within the first 15 credit hours of coursework. Students can also enroll in either CISA 101 or BUSA 215 and earn at least a “C” grade or better to satisfy the CSA requirement.

So what can you do as an advisor to help students meet the CSA requirement and gain valuable computer literacy knowledge? As you meet with students in your program, please encourage them to check out the Computer Literacy Assessment website. The site is full of useful information pertaining to CSA preparation, frequently asked questions, testing, and a bit of history on the computer literacy mission at CSI.

Website: <http://computerliteracy.csi.edu/>

# Campus Advising Updates

## New Faces and Roles in Advising

Please join us in welcoming the following faculty with their new roles as major advisors in their respective field. We also want to recognize our new department chairs and congratulate them on their new positions.

### Major Advisors

Aquaculture—[Steve Rivas](#)

Business Management—[Robin Bagent](#)

Environmental, Manufacturing, Water Resource, and Wind Energy—[Revis Turner](#)

Liberal Arts—[Colby Jones](#)

Network Systems Technician—[RD Van Noy](#)

Welding—[Brian Sprinkle](#) & [Hank Bauman](#)

Wind Energy—[Kip Morris](#)

### Department Chairs

Agriculture—[Jim Wilson](#)

Health Science/Human Services—[Gordy Kokx](#)

Trade & Industry—[David Wyett](#)

## New Pilot Course



**ENGL 099 Language Arts 1** is a new course this fall. This course is for students with a writing COMPASS score of 16-46 and a reading COMPASS score of 61-79. Rather than take ENGL 015 and READ 090

separately, students can take this blended course for 6 credits from one instructor with one textbook. Upon successful completion of the course, students will be prepared to enroll in ENGL 090 with college-level reading skills. This style of an integrated learning community has proven to boost retention and completion rates. Judy Hansen, course instructor, mentions that out of the 11 students who registered for the course, all are still enrolled and are actively participating in the class. During spring 2013, Engl 099-C01 will meet M-F at 2 p.m. (2-2:50 MWF and 2-3:20 TR). For more information on how this course can be beneficial for your students, contact Judy Hansen (208)732-6581 or [jhansen@csi.edu](mailto:jhansen@csi.edu)

## New Professional-Technical Education (PTE) Admission Requirements

As of Fall 2012, the CSI Professional-Technical Education (PTE) programs have incorporated additional program admission requirements. This means that in order for students to be officially accepted and allowed to declare a PTE major, they must successfully complete the admissions process and meet admission criteria as set forth by each program. For more information on each major's program admission requirements, visit the program of study webpage and contact the major advisor listed for assistance. Website: [http://www.csi.edu/coursesAndPrograms\\_/courses.html](http://www.csi.edu/coursesAndPrograms_/courses.html)

## New Online Degree & Certificate Webpage

Last summer, the Advising Center and college departments worked together to identify the degrees/certificates that can be completed online. This effort has led to an online resource page which provides students a listing of the degree/certificate offerings along with informational strategies to help them decide if online courses are a good fit for them. Here's a list of the degrees currently offered online, and don't forget to visit the online degree & certificate webpage for more details! Website: [http://www.csi.edu/coursesAndPrograms\\_/onlinedegree.html](http://www.csi.edu/coursesAndPrograms_/onlinedegree.html)

- Business, General—AA
- Economics—AA
- Ed Assistant—AAS/TC
- Education, Early Childhood—AA/AAS/TC/PC/CDA-PC
- Education, Secondary—Economics, History or Social Science Concentration—AA
- Education Specialist—AA
- Criminal Justice—AA
- Geography—AA
- History—AA
- Liberal Arts—AA
- Library & Info Science—AA
- Political Science—AA
- Pre-Law—AA





## **Advising Center Contact Information:**

Matrix—Taylor Building  
PO Box 1238  
Twin Falls, ID 83303-1238

Phone: 208-732-6250

Fax: 208-736-3014

E-mail: [advising@csi.edu](mailto:advising@csi.edu)

<http://advising.csi.edu>

***Be Wise,  
Get Advice!***

## **Important Upcoming Dates**

### **November**

1—Deadline to apply for  
fall graduation

5—Spring registration  
begins

16—Last day to withdraw  
from semester courses

### **December**

3—Spring 2013 Federal  
Financial Aid priority  
processing date

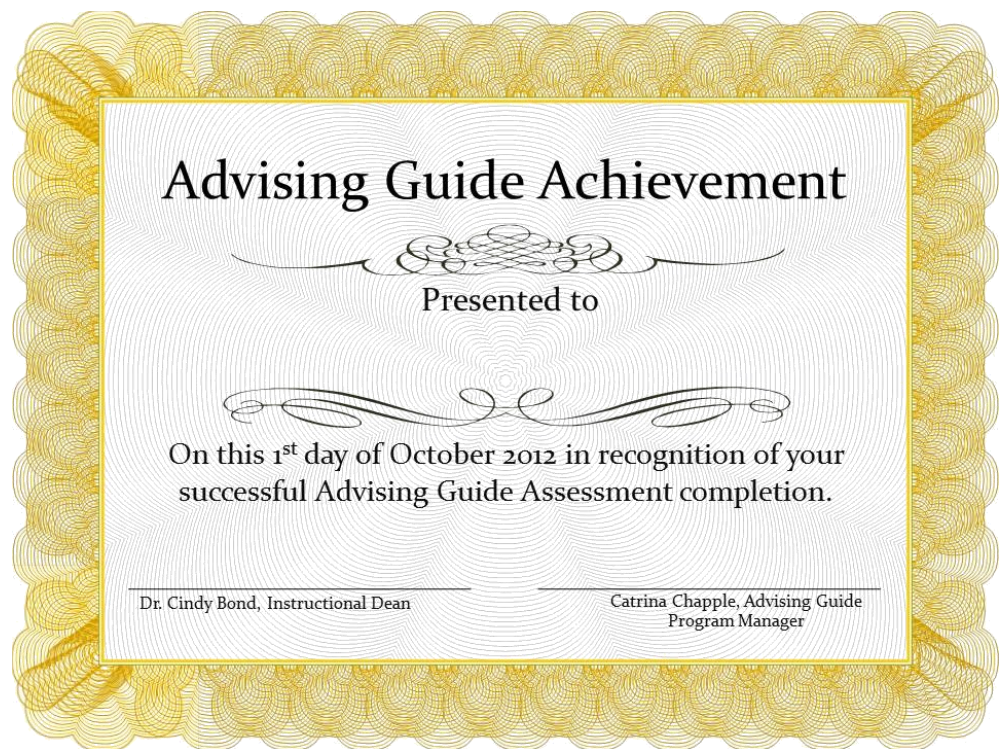
17—Final exams begin

## **Advising Training Happenings**

New full-time faculty were invited to attend advising training workshops held on Sept. 26th & 27th. Sixteen instructors participated in the training and learned about the following topics:

- Advisee and advisor responsibilities
- Understanding placement
- Best practices in advising
- Evaluation of advisee needs
- General financial aid guidelines
- Building relationships with student advisees and much more

Upon completion of the training workshops, participants were also given an opportunity to take an assessment to demonstrate their advising knowledge. Congratulations to those who participated and have committed to becoming a successful part of student advising!



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