Planning for Student Success:
Making the Most of Ivy Advising

Josh VanBibber, Director of TRIO SSS, Indianapolis
Ginny Leonard, Director of Advising, Kokomo
Jennifer Culver, Associate Director, Career Development, Indianapolis
Who we are

Josh VanBibber
Director of TRIO SSS
Indianapolis

Ginny Leonard
Director of Academic Advising
Kokomo

Jennifer Culver
Associate Director of Career Development
Indianapolis
Agenda

• What we’ve learned about success plans
• What does your campus do?
• What can you do to improve partnerships within Ivy Advising?
Who is in the room?

Join via text...

Join via web...

Poll Everywhere

PollEv.com/joshv675
Welcome! What department (or function) do you work in?

Academic or Faculty Advisor
Sponsored/Cohorted Programs
Career Development
Leadership/Administration
Wrap Around Services
Something Else
Who are your campus partners in student success?

“advising”

“career”
A little background...

- Ivy Tech began using Ivy Advising in 2013
  - Appointments
  - Flags/Early Alert
- Roles in Ivy Advising were limited at the time
  - Advising (Academic and Faculty)
  - Retention
  - Instructor
  - Career Development added 2016
    - Limited use at first; began using for appointments in 2017
- New roles in Ivy Advising
  - Disability Support
  - Wrap-around services
- Dual Enrolled students
Why Success Plans?

• Indianapolis Health and Nursing Academic Advising began using Success Plans in Fall 2015
  ○ Advising information and requirements in one place, including PIN
  ○ Track referrals to Career Development Exploring Healthcare Career Workshop
  ○ Track to-dos related to program application (i.e. TEAS, Transcript evaluation)
  ○ System generated reminders to student and advisor
Current Usage of Success Plans

• Pre-made plans in Ivy Advising
  ○ Healthcare Success Plans
  ○ SAP Success Plans
  ○ Unique Success Plans

• Success Plan Report (3/6/18-3/6/19):
  ○ Campus Directors of Advising can run this report in Ivy Advising
  ○ 3073 in-progress success plans (statewide)
    ■ Healthcare plans: 1401
    ■ SAP plans: 1645
    ■ Unique student plans: 27
  ○ 8976 Tracking Items (as of 3/6/19)
How Success Plans support our Strategic Plan

- **Strategy 1.1**, Ensure student’s basic needs are met
  - Success Plans may include referrals to wrap-around services, which is a newer role in the system.

- **Strategy 1.5**, Support students to intentionally engage with the college
  - Referrals to college resources; to-dos with deadlines

- **Strategy 1.6**, Use technology to create a seamless and intuitive student experience; enhance college communications
  - System generated reminders

- **Strategy 3.1**, Intentional, required advising
  - PINs for all students (Spring 2020)
    - PIN referral to be added to all Success Plans
      - Students, faculty, staff, Blackboard Call Center can view
ACTIVITY: What tasks do you give students?

- Identify when students are given tasks to complete in Advising relationship (6 mins)
- Review list and determine if “doable” through IvyAdvising ToDo, Referral or Flag? (4 mins)

  - Jen - 3M sticky paper and markers
Ivy Advising overview
Creating Success Plans

Important things to know!

Many health programs require an application and have limited enrollment opportunities. An advisor will help you guide you through the application process (how, when & where to apply, pre-requisites, admission requirements, etc.). Due to the competitive nature of the health programs, it is important to explore your options, choose a suitable career, and develop a back-up plan. This may include applying to programs at multiple Ivy Tech locations.

It is important to schedule an appointment with an advisor each semester so they can help you through these steps. Meeting regularly with an advisor ensures you will stay on track, enroll in the correct sequence of courses, and learn of any changes to your program or the admission process (should they occur). Advisors also provide PINs needed to register each semester for most healthcare programs.

Indianapolis Health and Nursing Interest Academic Advisors can be reached at Indy-HealthAdvising@ivytech.edu.

Career Development Plan To Do for a Plan (Due: 2-22-2019)
Status: Open
Refer to p 9-10 of the purple (nursing) packet or p 6-7 of the yellow (health science) packet for instructions. For questions or to make a reservation to attend a scheduled workshop, please call the Career Development Office at 317-921-4881.

Academic Completion Plan To Do within Success Plan (Due: 3-20-2019)
Status: Open
Meet with a health/nursing advisor each semester to update your Academic Plan. Please call 1-888/IVYLINE or visit https://my.ivytech.edu to schedule an appointment. If you need help scheduling this appointment, please email Indy-healthadvising@ivytech.edu. Registration opens Mar 20 (Summer & Fall 2017), Sept 18 (Spring 2018).

General To do for a Plan (Due: 4-1-2019)
Status: Open
It is recommended to study for the TEAS for 6 months prior to testing. Study Manual for the ATI TEAS (ISBN: 9781565335646) is available at the ITCC Bookstore or can be found online through retailers such as Amazon. Online practice tests are available at: http://www.ati-testing.com.
### Notifications for Success Plans

#### Journal

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-06-2017</td>
<td>VanBibber, Joshua</td>
<td>Create Comment: Submit your program application by the deadline. Applying to multiple campuses may increase your chances of acceptance into a program. If you plan to apply to other Ivy Tech locations, be sure to verify application deadlines, and procedures at each region where you will apply. Documents required for application: - Program application - Previous college transcripts (Nursing applicants must submit previous college transcripts at least 30-days prior to application deadline.) - Unofficial Ivy Tech Transcript (print from Campus Connect) - Official or Unofficial High School Transcript or GED scores (required for Nursing) - Evaluated/translated HS transcript, if attended HS outside of United States - TEAS score (required for Nursing, Imaging, Nursing students must complete TEAS test at least 30-days prior to application deadline.)</td>
</tr>
<tr>
<td>05-18-2017</td>
<td>Burkman, Amanda</td>
<td>Complete Comments: Reason: The task no longer applies Comment: These students are in nursing program, old flags that were previously cleared.</td>
</tr>
</tbody>
</table>

Visit [http://www.ivytech.edu/advising](http://www.ivytech.edu/advising) for all your advising service resources.
Referrals to Career Development

Our Communities. Your College.
Pathways for Student Success and a Stronger Indiana.
Filtering “My Students”
What are some other opportunities to collaborate or refer?
Who to contact for questions

Josh VanBibber  
Director of TRIO SSS  
Indianapolis  
jvanbibber4@ivytech.edu  
317-917-7158

Ginny Leonard  
Director of Academic Advising  
Kokomo  
vleonard5@ivytech.edu  
765-252-5464

Jennifer Culver  
Associate Director of Career Development  
Indianapolis  
jhess35@ivytech.edu  
317-921-4716

Your Director of Advising is your Ivy Advising Lead
How to Create a Student Success Plan in Ivy Advising

1. To add a success plan in Ivy Advising, click from the top navigation row.

2. Select the Plan Type from the drop-down menu. You can modify any of these plan types to include or exclude the To-Dos and Referrals you’d like.
   a. Health Care Support Student Plans – Allows advisor to create a plan for students interested in Health Care Support Programs. This plan includes the following pre-selected To-Dos/Referrals:
      i. Career Development to Do for a Plan
      ii. Academic Completion Plan To Do within Success Plan
      iii. Tutoring To Do for a Plan
      iv. Student Support Services To Do for a Plan
      v. Program Referral for a Plan
      vi. General To Do for a Plan
   b. Satisfactory Academic Progress Student Plan – Create a plan for a student that is in Financial Aid jeopardy. This plan includes the following pre-selected To-Dos/Referrals:
      i. Academic Completion Plan To Do within Success Plan
      ii. SAP Workshop for a Plan
      iii. Career Development To Do for a Plan
      iv. Student Support Services To Do for Plans
      v. Tutoring To Do for a Plan
      vi. General To Do for a Plan
   c. Unique Student Plan – Allows you to create multiple to dos and referrals based on a more detailed plan of action for a student. This plan includes the following pre-selected To-Dos/Referrals:
      i. Career Development To Do for a Plan
      ii. General Referral For a Plan
iii. General To Do for a Plan  
iv. Academic Completion Plan to Do within Success Plan  
v. Program Referral for a Plan  
vi. Student Support Services to do for Plans  
vii. Tutoring To Do for a Plan

3. The Overview text box allows you to customize an overview to the student – you can share more about the purpose of the success plan. The example above is taken from the HLSP Success Plan used in Indianapolis.

4. If you want to add tracking items (To Dos or Referrals) to the student’s success plan that are not already pre-selected, you can select additional Tracking Item(s) from the drop down menu.

5. Control options on the left allow you to change the sequence of the to-dos and referrals.

6. Control options on the right allow you to edit or delete pre-selected items.
   a. Every to do or referral you include on a student’s success plan requires a “Specific Recommendation” (text box in snapshot above). Click the pencil icon to edit the to-do or referral, and include a specific recommendation.
7. Once you have selected a to-do or referral to edit, the item will appear under “Tracking item” so you know which item you are editing.
   a. You may add Due Dates to To-Dos; Referrals do not have Due Dates
   b. Course Context will allow you to select a course relevant to the To Do; you may only select a course which the student is registered for.
   c. Type, or Copy/Paste your specific recommendation into the text box; when done, select “Update Item”. If you need to quit, or wish to remove the item, click “Never Mind”.

8. As you update each To Do or Referral with specific recommendations, you will see the text save in the plan draft. Once all items are as you’d like them to be, click “Submit” to finalize the plan. **This will email the plan to the student.**

If we can help, let us know!
Ginny Leonard – vleonard5@ivytech.edu
Jennifer Culver – jhess35@ivytech.edu
Josh VanBibber – jvanbibber4@ivytech.edu
Health & Nursing Success Plan Template

Many health programs require an application and have limited enrollment opportunities. An advisor will help you guide you through the application process (how, when & where to apply, pre-requisites, admission requirements, etc.). Due to the competitive nature of the health programs, it is important to explore your options, choose a suitable career, and develop a back-up plan. This may include applying to programs at multiple Ivy Tech locations.

It is important to schedule an appointment with an advisor each semester so they can help you through these steps. Meeting regularly with an advisor ensures you will stay on track, enroll in the correct sequence of courses, and learn of any changes to your program or the admission process (should they occur). Advisors also provide PINs needed to register each semester for most healthcare programs.

Indianapolis Health and Nursing Interest Academic Advisors can be reached at Indy-HealthAdvising@ivytech.edu.

My Next Steps

☐ Attend Exploring Healthcare Careers Workshop by: Click here to enter a date.
Refer to p 9-10 of the purple (nursing) packet or p 6-7 of the yellow (health science) packet for instructions. For questions or to make a reservation to attend a scheduled workshop, please call the Career Development Office at 317-921-4881.

☐ Attend Program Information Session by: Click here to enter a date.
Attend a mandatory, faculty-led Information Session prior to your application deadline (program specific). Most Information Session dates are posted on the program website; be sure to choose the Indianapolis location. See page 8 of your purple (nursing) packet or pages 3-4 of your yellow (health science) packet.

☐ Study for & take TEAS test by: Click here to enter a date.
It is recommended to study for the TEAS for 6 months prior to testing. Study Manual for the ATI TEAS (ISBN: 9781565335646) is available at the ITCC Bookstore or can be found online through retailers such as Amazon. Online practice tests are available at: http://www.atitesting.com.
The TEAS test may only be taken two times (at least 30 days apart) within a two year period. This includes all TEAS test results from any location. For more information see http://www.ivytech.edu/teas/.
Contact Becky Winnie for information about TEAS review workshops. Email: rwinnie@ivytech.edu, Phone: 317-921-4539. For ESL students, email TEASTutors@gmail.com to request TEAS tutoring specific for students who are English language learners.

☐ Study for & take PSB-HOAE by: Click here to enter a date.
PSB Health Occupations Secrets Study Guide (ISBN: 9781627335201) can be purchased online through retailers such as Amazon. For more information see: http://www.psбtests.com/web/guest/available-tests#health.
The PSB-Health Occupations Aptitude Exam is available March-May at Ivy Tech. Please contact the testing center to schedule: http://ivytech.edu/testing-centers/.

☐ Meet with advisor by: Click here to enter a date.
Meet with a health/nursing advisor each semester to update your Academic Plan. Please call 1-888-IVY-LINE or visit https://my.ivytech.edu/ to schedule an appointment. If you need help scheduling this appointment, please email indy-healthadvising@ivytech.edu. Registration opens Mar 20 (Summer & Fall 2017), Sept 18 (Spring 2018).
Submit Application for Program by: Click here to enter a date.

Submit your program application by the deadline. Applying to multiple campuses may increase your chances of acceptance into a program. If you plan to apply to other Ivy Tech locations, be sure to verify application deadlines, and procedures at each region where you will apply.

Documents required for application:
- Program application
- Previous college transcripts (Nursing applicants must submit previous college transcripts at least 30-days prior to application deadline.)
- Unofficial Ivy Tech Transcript (print from My Ivy (my.ivytech.edu)
- Official or Unofficial High School Transcript or GED scores (required for Nursing)
- Evaluated/translated HS transcript, if attended HS outside of United States
- TEAS score (required for Nursing, Imaging)
- PSB for Health Occupations score (required for Surgical Tech)

Remember Assigned PINs:

<table>
<thead>
<tr>
<th>Spring PIN</th>
<th>Summer PIN</th>
<th>Fall PIN</th>
</tr>
</thead>
</table>

Miscellaneous

Order HS Transcript Evaluation by: Click here to enter a date.

The nursing program requires an official evaluation of International HS transcripts from an NACES (http://naces.org/) approved organization. Official evaluations must accompany nursing applications.

Attend APHY 101 Study Skills Workshop: Click here to enter a date.

The Student Success and Retention team offers an Anatomy and Physiology 101 study skills workshop prior to the start of each term. Students enrolled in APHY 101 for the upcoming term should receive an e-mail invitation to these workshops. Contact Indy-StudentSuccess@ivytech.edu if you have questions about an upcoming workshop.
Exploratory Success Plan Template

This plan is to help Exploratory/Deciding students in their career and degree exploration, culminating to a major decision with an academic advisor.

It is important to schedule an appointment with an advisor each semester so they can help you through these steps. Meeting regularly with an advisor ensures you will stay on track, enroll in the correct sequence of courses, and learn of any changes to possible programs or potential admission processes (for competitive majors). Advisors also provide PINs needed to register each semester for undecided students. You can reach your assigned advisor at __________@ivytech.edu or call 1-888-IVY-LINE to schedule a time to meet.

My Next Steps

☐ Complete the Indiana Career Explorer by:

Indiana Career Explorer is an easy, online tool available to all Hoosiers to explore their career interests, complete career assessments based upon your interests and skills, identify occupations that would be a good fit, explore salary and job projections based upon U.S. labor statistics, establish educational strategies and prepare for your job search and connect to employers. http://www.indianacareerexplorer.com/

☐ Complete the Woofound Personality Assessment by:

Woofound Personality Assessment asks you what your work preferences and styles you have. It then uses this information to determine your unique careers personality blend. This assessment also helps you identify occupations that would be a good fit, explore salary and job projections based upon U.S. labor statistics, establish educational strategies and prepare for your job search and connect to employers. https://ivytech.woofound.me

☐ Attend Career Exploration Workshop by:

Refer to page 2 of the New Student Advising Worksheet for contact information. Students can RSVP to an upcoming workshop at www.ivytech.edu/appointments. For questions or to make a reservation to attend a scheduled workshop, please call the Career Development Office at 317-921-4881. Students can also schedule to meet 1:1 with a Career Advisor to discuss career options/interests.

☐ Get Involved!

How do you plan to gain experience related to your career and degree goals?

☐ Join a student organization
☐ Find a parttime job related to your career interests
☐ Work an internship/externship
☐ Shadow a professional in the field
☐ Volunteer to gain skills, networks, or experience
☐ Conduct informational interviews

☐ Meet with an Academic Advisor by:

Meet with your assigned advisor each semester to update your Academic Plan. Please visit Ivy Advising (http://online.ivytech.edu) or email your advisor to schedule an appointment.

Registration Opens Mar 20 (Summer & Fall 2017), Sept 18 (Spring 2018)

☐ Remember Assigned PINs:

Spring PIN - Summer PIN - Fall PIN -
**Transfer Success Plan Template**

This plan is to help Students who plans to transfer to earn another institution to complete their degree goals.

It is important to meet with a team of advisors each semester so they can help you through these steps. Academic Advisors ensure you will stay on track, enroll in the correct sequence of courses, and learn of any changes to possible programs or potential admission processes (for competitive majors). Transfer advisors can review course equivalencies and general transfer requirements. Career Advisors can help you confirm your degree and career goals, to ensure the best fit for your goals and interests. You can schedule appointments with each of your advisors through Ivy Advising.

**My Next Steps**

☐ **Contact your transfer institution for transfer requirements:**

Some good questions to ask:

- Minimum College GPA?
- Minimum College Credits required?
- College or High School course requirements?
- High School transcripts?
- SAT/ACT required?
- Are certain programs closed to transfer students?
- Application to program required, or general application?
- Application deadline?
- Transfer credit process?
- Application fees? Can I waive the fee?
- What scholarships are available to transfer students?
- How do I change the school listed on my FAFSA?

☐ **Complete the Indiana Career Explorer by:**

*Indiana Career Explorer* is an easy, online tool available to all Hoosiers to explore their career interests, complete career assessments based upon your interests and skills, identify occupations that would be a good fit, explore salary and job projections based upon U.S. labor statistics, establish educational strategies and prepare for your job search and connect to employers. [http://www.indianacareerexplorer.com/](http://www.indianacareerexplorer.com/)

☐ **Complete the Woofound Personality Assessment by:**

*Woofound Personality Assessment* asks you what your work preferences and styles you have. It then uses this information to determine your unique careers personality blend. This assessment also helps you identify occupations that would be a good fit, explore salary and job projections based upon U.S. labor statistics, establish educational strategies and prepare for your job search and connect to employers. [https://ivytech.woofound.me](https://ivytech.woofound.me)

☐ **Attend Career Workshop or Meet 1:1 with Career Advisor by:**

Refer to page 2 of the *Advising Worksheet* for contact information. Career Advisors can help you fully explore your career goals and interests, and create a plan to achieve them. For questions or to make a reservation to attend a scheduled workshop, please call the Career Development Office at 317-921-4881.

☐ **Attend a transfer fair:**

☐ **Apply as a transfer student by:**

☐ **Meet with an Academic Advisor by:**

Meet with your assigned academic advisor each semester to update your Academic Plan, discuss the transfer process, or to create a transfer plan. Please visit Ivy Advising in MyIvy ([http://my.ivytech.edu/](http://my.ivytech.edu/)) or email your advisor to schedule an appointment. *Registration Opens Mar 19 (Summer & Fall 2018), Sept 11 (Spring 2019)*
Overview

Important things to know!

Many health programs require an application and have limited enrollment opportunities. An advisor will help you guide you through the application process (how, when & where to apply, pre-requisites, admission requirements, etc.). Due to the competitive nature of the health programs, it is important to explore your options, choose a suitable career, and develop a back-up plan. This may include applying to programs at multiple Ivy Tech locations.

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Status: Open
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Contact Becky Winnie for information about TEAS review workshops. Email: rwinnie@ivytech.edu, Phone: 317-921-4539. For ESL students, email TEASTutors@gmail.com to request TEAS tutoring specific for students who are English language learners.

Pin Referral
Status: Open
Fall 2019 PIN: 123456