



ADVISOR
NETWORK
2014-2015

The Advisor Network supports and enhances the mission of the American Student Association of Community Colleges (ASACC) through a national network of Advisors whose responsibilities include the fostering and development of student government leaders through the advising process. Every lead Student Government Advisor at every college which is a member of ASACC is automatically a member of the Advisor Network

Dear Student Government Advisor:

Warmest welcome from the Association's Board of Trustees and its executive leadership. ASACC's motto, "Leadership for the 21st Century starts with students," embodies our mission.

By taking an active role in ASACC's Advisor Network, you help give meaning and direction to higher education as a consumer industry. Your active participation in the Advisor Network reminds your college that students are both its primary constituency and its principal bridge to and from the community.

Your participation helps you cultivate student skills in citizenship and advances the professional horizons of student advisors. Your participation repays the support you are given by your college and expands the benefits students receive from their college education.

We welcome your participation and your experience as we continue to promote the profession of student government advising.

Jerry Q. O'Sullivan
Chair, Board of Trustees

ADVISOR NETWORK

BACKGROUND

The Advisor Network was established as a national network to assist local institutions' student government Advisors to grow in their professional duties and to attain the stature they so richly deserve. The future growth of the Network and of the individual Advisor depends on the involvement of the campus as a whole, from local college presidents and chancellors of multi-college districts, to Deans, Vice Presidents of Student Programs, and Directors of Student Activities. More importantly, they include the active participation of each college's student government Advisors.

As early as 1992, Norm Berney, Clackamas Community College, Oregon City, OR, championed a move to organize and promote the Advisors Institute as a vehicle for the continuing education of student government Advisors. The continuation of that effort is being realized in the formation of the Advisor Network to encourage active professional networking among Advisors within each state and within each region as a way to establish an active national forum for Advisor advancement.

Mr. Jerry O'Sullivan, Milwaukee Area Technical College, continues to play a significant role in the growth of professional development of student government leaders and serves as the Honorary Chair of the Advisor Network.

Mr. Pat Jund, Student Government Advisor, Bismarck State College, North Dakota, accepted the role of the Advisor Network's President in 2002 and plans open elections to install delegates to the Network's leadership roles. Mr. Jund is committed to balanced geographical representation and emphasizes that Advisors have full responsibility for programming and expanding their Network regionally and nationally.

Ken Turley from Hillsborough Community College in Tampa, Florida led the network from 2006 until his retirement in 2012. Cathy Lechmaier from Milwaukee Area Technical College began as the President of the Network in 2012 and is currently filling that role.

Under the legal authority of the American Student Association of Community Colleges (ASACC) and championed by its national Board of Trustees, the Advisor Network is expected to be a staunch supporter of student leaders and their opportunity to exercise a vital impact on the future.

Under the guidance and support of the Advisor Network leaders, the newly configured Advisor Network can provide peer support and a forum for sharing information among colleagues across the country.

Advisor Network

The Advisor Network is led by a Steering Committee comprised of Executive Committee of national officers elected by the Network members. The officers include the President, Vice President for Membership, Vice President for Training, and Vice President for Public Relations.

Mission

The mission of the Advisor Network draws upon the vision of its members to advance the professional status of the campus student government Advisor while recognizing the indispensable role the Advisor holds in the growth and development of student government representatives.

PURPOSE

The purpose of the Advisor Network is to engage and challenge each student government Advisor to advance professionally and to grow individually as a student government mentor and sponsor.

GOALS

The goals of the Network are established through input and consensus among its members, as recommended by the Officers of the Advisor Network.

- a. The immediate goal of the Network is to support a curriculum by which student government Advisors may continue to advance their professional status.
- b. The long term-goal of the Advisor Network is to move the Network forward to expanded involvement of student government Advisors within each of the fifty states as representatives of over 1200 colleges.

OBJECTIVES

. Both the short-term and long-term objectives include the following: (The supporting activities are specified later.)

1. To have four identified Advisors serve as an executive committee by taking leadership roles in building regional networks
2. To build a national coalition of student government Advisors through an active and interactive national Advisor Network.

3. To actively endorse and support the professional development of student government Advisors through a systematic offering of approved CEU training sessions which lead to three (3) levels of professional growth.
4. To support and facilitate the access to other campus programs, concerns, national or local issues, and to expand the ability to interact with other advisors without geographical constraints.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Advisor Network provides networking opportunities for campus-based student advisors and offers professional growth and development seminars as well as three levels of certified training. The three certificate programs offered include Certified Advisor I, Certified Advisor II, and Master Advisor.

SCHEDULE OF ACTIVITIES

The following major pre-planned annual events usually last three to four days.

1. Annual Conferences

ASACC sponsors three national conferences each year. These include the National Advocacy Conference held in Washington, D.C. each March; the National Leadership Conference hosted by a local college each November; and the New Student Leader and Advisor Certification Conference each June.

The locations of the June and November conferences are determined two years in advance and the geographical location depends largely on the recommendations and support of local colleges which participate as co-sponsoring hosts.

2. Newsletter

The official newsletter, ASACC Advisor Quarterly, is distributed to Member College Presidents and Student Government Advisors. Others may be added to the mailing list on request to the Executive Offices of ASACC in Provo, Utah. Individuals may submit potential articles or notices to the newsletter through the Executive Offices.

PROFESSIONAL DEVELOPMENT TRAINING

OVERVIEW

The intent of the curriculum material as well as the different levels of training and/or certifications is to provide both professional growth for Student Government Advisors and personal achievement in mastery of complex student government issues.

TRAINING FEES

Fees for the Advisor Network Certification program are \$100.00 per year per institution and include employees of any participating college eligible to participate in Certification training. Advisors whose colleges do not pay the annual training fee, but who want to enroll in the Certification training, may do so by paying \$25.00 per course at the time of registration.

STANDARDS

There are defined standards for each level of advancement in the certification process which include CEU approvals, length of time required, registrations, records, etc... as well as defined standards used as the basis for each of the CEUs earned during the process. Standards for participation in training also include attitudes such as:

- Recognition of the dignity of others
- Restraint from interrupting others
- Respect for the opinions of others
- Regard for yourself as a valued contributor

Each course has stated objectives and identified outcomes as part of faculty requirements for excellence and accountability the curriculum courses are developed by the advisors network. Periodically the officers of the advisors network, revise the certification courses. The officers (in conjunction with the ASACC executive director) decide who will teach the course

ADVISOR CERTIFICATION PROGRAM

Certification courses based on the national standards of IACET are offered, at the annual Advisor Certification Conference each June, and at the annual National Leadership Conference each November.

LEVELS OF CERTIFICATION

There are three levels of Advisor Certification. The first two levels are Certified Advisor I and II. The third level is designated as Master Advisor.

The requirements for levels I and II each include the satisfactory completion of 1.5 CEUs or a total of fifteen (15) clock hours. The requirements for Master Advisor include the satisfactory completion of 2 CEUs or a total of 20 clock hours. Each course requires a minimum of two hours and ten minutes of seat time (the equivalent of 2.5 hours of clock time) with 50 minutes equated to one hour.

Six required courses must be completed for Certified Advisor I. Six additional courses, four core courses and two optional courses, are required and must be completed for Certified Advisor II.

All of the Advisor I and II requirements plus an additional eight (8) courses -- four required and four optional -- plus the teaching of two (2) Advisor course or four (4) student courses -- must be completed to be certified as a Master Advisor.

PREREQUISITIES

The Certified Advisor I requires that participants hold a minimum of a Bachelor's degree and/or equivalent experience at an accredited institution and be currently employed in a position that includes responsibility for involvement in a student advisor's role at an accredited institution.

The Certified Advisor II requires that participants have a Bachelor's degree from an accredited institution and/or equivalent experience and a minimum of two years of student advising experience and currently hold a student advisor's role at an accredited educational institution.

The Master Advisor certification requires that participants hold a minimum of a Master's degree (or the equivalent in professional experience), have a minimum of five (5) years of student advising experience and be currently involved in a profession that includes responsibility in a student advisor's role at an accredited institution.

All eligible recipients for all certification levels must be 21 years of age or older.

ASSESSMENT PROCEDURES

Formal assessments of the learning outcomes of the participants are subjective and no written exams are required nor are grades assigned. The dialogue method of instruction

is used which presupposes the active and interactive participation of each attendee. Each participant, therefore, is expected to contribute to the vitality of the training.

Certificates of Completion ordinarily are awarded at the Advisor Certification Conference each June to those who have successfully met the requirements.

CRITERIA FOR CEU's EARNED

Anyone electing to receive Continuing Education Unit (CEU) recognition must indicate such on the conference or workshop registration form.

A minimum of ten (10) contact hours of satisfactory participation in a pre-determined continuing education experience under monitored supervision by a responsible facilitator/trainer is required to earn one (1) CEU.

The 50-minute contact hour is used as the common measure of an instructional hour. Fractional portions of time totaling less than 30 minutes will be discarded, and any portion of an hour between 30 and 49 minutes will be counted as 30 minutes.

COMPLETION REQUIREMENTS

In order to receive CEU recognition, each participant must satisfactorily complete the stated requirements of the course or training unit in which they enroll. These include meeting the specific learning requirements and adhering to the standards of performance set by the objectives of the course. A Certificate of Completion will be awarded for satisfactory performance in each course completed.

SUMMARY

Certified Advisor I requires a total of 1.5 CEUs earned from satisfactory completion of all six courses from the Certified Advisor I curriculum list.

Certified Advisor II requires a cumulative total of 3.0 CEUs earned from the additional satisfactory completion of four required courses and two optional courses from the Certified Advisor II curriculum list.

Master Advisor requires a cumulative total of 5.0 CEUs earned from the additional satisfactory completion of four required courses and four optional courses from the Master Advisor curriculum list as well as having taught two (2) advisor or four (4) student courses.

BENEFITS TO PARTICIPANTS

The Advisor Network emphasizes the direct involvement of student government professionals from all areas of the country. The benefits of networking with peers stem from the interaction with other professionals facing similar challenges and plans for improvement of campus life.

ADVISOR CERTIFICATION CURRICULA

The curricula offered evolved from topics identified by advisors who prioritized what they thought best fit their situations and their need for additional information.

CERTIFIED ADVISOR I

The following courses are currently required for certification at the Certified Advisor I level.

Required Courses	Clock Hours	CEU's Earned
Roles & Responsibilities	2.5	.25
Public Relations I	2.5	.25
Ethics in Leadership	2.5	.25
Legislative Process & Advocacy	2.5	.25
5 A's of Advising	2.5	.25
Shared Governance	2.5	.25
TOTALS	15	1.5 CEU's

CERTIFIED ADVISOR II

In addition to having completed all of the Certified Advisor I certification courses, the following four (4) required courses and two (2) optional courses must be satisfactorily completed for certification at the Certified Advisor II level.

Required Courses	Clock Hours	CEU's Earned
Team Building	2.5	.25
Leadership Dynamics	2.5	.25
Leadership Profiles/The Color Code	2.5	.25
Institutional Liabilities	2.5	.25
Optional Course—see additional list	2.5	.25
Optional Course—see additional list	2.5	.25
TOTALS	15	1.5 CEU's

Certified Advisor II requires a cumulative total of 3.00 CEUs earned. This includes four (4) required courses and two (2) optional courses. Optional courses are applicable to both Advisor II and Master Advisor.

MASTER ADVISOR

The Master Advisor certification requires a total of five (5) cumulative CEUs. In addition to having completed all of the necessary Certified Advisor I and Certified Advisor II courses, the following four (4) required courses and four (4) optional courses, as well as having taught two (2) advisor or four (4) student courses must be satisfactorily completed for certification at the Master Advisor level.

Required Courses	Clock Hours	CEU's Earned
Delegating Effectively	2.5	.25
Effective Student Organizations	2.5	.25
Managing Change	2.5	.25
Group Dynamics	2.5	.25
Optional Course—see attached list	2.5	.25
Optional Course—see attached list	2.5	.25
Optional Course—see attached list	2.5	.25
Optional Course—see attached list	2.5	.25
TOTALS	20	2.0 CEU's

MASTER ADVISOR RENEWALS

The Master Advisor certification is awarded in three-year timeframes. The certificate is renewable by satisfying the following requirements:

1. Successfully complete at least three (3) new Advisor classes, preferably one per year; and
2. Successfully teach one (1) advisor or two (2) student sessions during the three-year timeframe.

OPTIONAL COURSES

Approved courses on the optional curriculum list may be revised every two years as a result of needs assessment completed at the national New Student Leader and Advisor Certification conference held each June.

Participants in the Certified Advisor II tract may elect to enroll in any two (2) of the following in order to satisfy their requirements. Participants in the Master Advisor tract may enroll in any four (4) of the following in order to satisfy their requirements.

Optional Courses	Clock Hours	CEU's Earned
Strategy Planning	2.5	.25
Motivation	2.5	.25
Effective Communication	2.5	.25
Public Relations II	2.5	.25
Time Management	2.5	.25
Guiding Volunteers		
Mentoring Leaders	2.5	.25
Organizational Dynamics	2.5	.25

Courses on the Optional Course List are subject to change. Select courses from the Optional Course List are taught at each of the three national conferences every year.

Records of all courses and certifications completed are maintained at the executive offices of ASACC.

FACULTY QUALIFICATIONS

Faculty engaged in the process of presenting materials and leading discussions are expected to adhere to professional standards, have demonstrated competencies in their subject matter, and be approved as a trainer/faculty.

Each faculty **MUST** submit a course outline to the national ASACC office at least **TWO WEEKS** prior to leading any presentation/course for which CEUs are granted.

Course outlines will include whatever dates or time the course is to be offered prior to being approved. A standard format for the course outlines is necessary in order to comply with the International Association for Continued Education Training (IACET).

THE SPONSORING ORGANIZATION

A student-oriented organization, the American Student Association of Community Colleges, (ASACC) puts major emphasis on conference-based experiences with direct involvement of student leaders and their advisors from across the country. The organization sponsors the professional growth and development of student government advisors through its Advisor Network. Collectively, student government representatives from the General Student Board of the Association. Operationally, a four-member Executive Committee is constituted from the General Student Board to assist in the membership expansion and outreach of the Association. Internships in public service organizations are also available to ASACC student leaders.

ASACC's philosophy embraces the following:

1. Experience in a student government or leadership organization based on democratic principles should be an integral part of the education of any student who chooses to become involved.
2. Student government advisors are the essential links in achieving partnerships in advocacy, leadership development, and continued recognition of the importance of student government.
3. Colleges with active and responsible student governments are strengthened because they are attuned to the needs of their primary constituency -- students.
4. Student government leaders should be cultivated as partners in institutional advocacy at every level of policy making.
5. Leadership is a skill which can be learned and one which is refined through valuable experiences.

ASACC internships in elected official offices and/or professional organizations are available for student government leaders who are recommended by their Advisor(s) and endorsed by their local college. Applications for ASACC Internships are available through the national ASACC offices.

ASACC Trustees, Student Board members, and staff are available to work with local and state college organizations to lead skill forums or to speak about national issues. Student Board members and other select student government leaders participate in an annual awards dinner in Washington, D.C. hosted by the National Committee for Education Funding.

For more information on the Advisor Network or the American Student Association of Community Colleges, please contact us.

Advisor Network

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