

ACTION PLANNING WORKSHEET

Title of Group: Institutional Overall	Team Members: (please list) FoE Steering Committee
Strategic Direction #? 1, 2, 3, 4, 5	Please Indicate # 2
Vital Initiative #? Example 1.1, 1.2, . . .	Please Indicate # 2.1
Priority #?	Please indicate #
What? Strategic Objective (Please state in measurable terms)	Advising Improvements
How? Strategies (Please list each strategy) <ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • Provide professional development for faculty on the use of status codes on course rosters and the importance of recognition of first-time students. • Set an advisor agenda for topics discussed with advisees at orientation meeting. • Determine who advises "interdisciplinary students" and who advises "undecided majors" as two separate student needs populations. • Improve advising by "non-academic" staff. • Provide professional development for advisors on the use of the degree evaluation in LancerNet or revise the evaluation so that it does not require additional analysis by student services personnel. • Create in-house professional development for faculty advising. • Review the "R" designation for repeat courses and develop a stated procedure for assistance to students repeating courses. • Support the facility with improved trainings for assessments and advising. Adjust orientation to meet the students' needs. Students must be linked to appropriate advisors as soon as possible, and students who are undecided in their major or high risk should be placed with a specialized advisor. It is important to distinguish between undecided and Interdisciplinary Studies majors. In the event that students needs to be advised by someone outside of their program, develop a checklist form for all departments indicating the curriculum needs for their majors or course of study to insure consistent advising. Standardize the summer pre-registration sessions to insure adequate advising in all disciplines. • Provide training to advisors in the areas of student motivation, campus clubs and organizations, courses and programs, and availability of student services.
Budget? Estimated Costs	TBD
When? Timeline	2009-2010
Who? Team or Responsible Persons for leading strategic objectives	NACADA Advising Team
Measurements/Accountability Key Performance Indicators (KPI)— How do we know if we are on the right track?	Advising processes are revised. Advisors are appropriately trained.
Ultimate Goal —How do we know if we are successful?	Students are successfully advised for their programs, courses and activities.