

Academic Advising Self Study Recommendations Implementation Plan 2012-13

The items below represent recommendations that were generated as a result of the MCC 2011-12 Academic Advising Self –Study. Recommendations have been discussed broadly amongst various stakeholders and the plan identifies tactics, timelines, responsible parties for carrying out the recommendation, resources required, desired outcomes, and an ongoing status for each recommendation. This tactical plan will be shared broadly and revisited regularly to gauge progress.

(1) Program and Structure

1.1 MCC should commit to the development of a vanguard program of academic advising. The program will possess the key components identified as best practice by CAS that align with the culture and resources available at MCC. The program will eventually be recognized as an area of distinction at MCC.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status
Continue to build cross-divisional alliances	May, 2013	Director, Program Coordinators, Division Directors, Deans, Faculty	Time to meet	A more cohesive culture of advising throughout the college	ACC Liaisons continuing to work with program coordinators

1.2 Reduce the level of ambiguity in defining our advising program. A reoccurring theme present in the data collected reflected a sense that campus stakeholders were not aware of our program. Faculty, staff and students should be familiar with what our program “is” and “who’s who”.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status
Work closely with marketing reps to “spread the word” in a focused campaign of advising	May, 2013	Director, Marketing director/staff, ACC Liaisons, Program Coordinators, Division Directors, Faculty, Student Affairs staff	TBD	A clear understanding of the Advising Program and its processes	Director will be meeting with marketing director within next month

1.3 Change the name of the Counseling Center to the Advising and Counseling Center (ACC) and provide a clear separation in services for those who need academic advising vs. those students who need counseling. A new, more visible and centralized location, should be seriously considered in line with the model used to revamp the ASC.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status
Rename	Completed	Dean of Student Affairs and Advising Self Study Committee	TBD	All staff, students will be clear about the new name change	Completed

1.4 New students will participate in the New Student Seminar. It is expected that their next advising session will occur with their primary advisor. Official communications regarding the identification of a student's advisor will occur in the fall using the advisor distribution list in Web for Faculty.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status
Communicate with all new students attending New Student Seminar regarding their primary advisor	May, 2013	Director, ACC Office Manager	Time	All new students will be clear about who they are to meet with next after their initial group advising seminar	Working on it

1.5 Devise a thorough, holistic educational plan for every student which would include the introduction of career assessment tools (e.g. FOCUS-2), as necessary.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status
Develop an electronic holistic educational plan that is accessible to all advisors, faculty, deans, etc.	Fall 2014	Director, ACC Liaisons, Program Coordinators, Division Directors, Deans, Faculty, Students	Time to meet with webmaster; to research other electronic formats; to meet share with key stakeholders	Staff of both Academic Affairs and Student Affairs will be aware of and able to access the newly created electronic educational plan	Researching potential electronic versions, preparing to meet with webmaster to discuss idea, Interdisciplinary Team is working on a 1-credit educational planning course

1.6 Redefine the mission and charge of the Advising Council. This body will serve as a central advising resource and advocacy group for our college advising program and will develop an educational plan to be implemented for all students. Members will have support to participate in professional development activities linked to advising (NASPA, NACADA, AAC& U, etc.)

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

1.7 Review the AAP's mission and perhaps abbreviate the current mission (currently too lengthy).

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

1.8 Training needs to be ongoing for all faculty and staff and delivered at times and in formats that are convenient. Training materials and modules should also be available online.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

1.9 Fully develop an advising model of shared responsibility across campus including connections between Faculty and Staff/Faculty and Counselors/Academics and Student Services.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

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(2) General Studies and Liberal Arts

2.1 Liberal Arts and General Studies students with less than 30 credits will be assigned to counselors in the ACC.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

2.2 Liberal Arts and General Studies students with more than 30 credits will be assigned to non-program faculty, aligning the students' area interest with the faculty members content discipline area.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

2.3 Hire, with a clearly defined role, an LAS/GS Program Coordinator.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

(3) Program Students

3.1 All program students will be assigned to program faculty.

Last revised 10/22/12

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

3.2 Create an advising model for programs with a high number of students (e.g. Criminal Justice, Business)

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

3.3 Program faculty will be assigned students from their programs and serve as the primary advisor. Counseling Center liaisons will serve as secondary advisor. Each will be identified in Banner.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

3.4 Utilize the expertise and advising practices of Program Coordinators.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

3.5 Group advising activities will occur each semester. Program faculty will involve counseling liaisons in these programs.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

3.6 Coordinate Native Banner with MYCOMMNET to ensure accuracy of advisor/advisee data for all programs.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

(4) Technology/System Support

4.1 The College will issue an RFP for the procurement of a software system that supports the tracking and management of student advising files, notes, and scheduling. Systems will be vetted by the Advising Council.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

4.2 Banner will be fully populated. Advising program coordinators will be fully trained in the use of Banner Advising Modules and reports.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

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4.3 Newly admitted students should have an advisor designated immediately during the admissions process.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

4.4 Create an educational plan that can be available and accessed electronically by students and their advisor(s).

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

4.5 Create an on-line advising process for distance learners.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

(5) Marketing of the Program

5.1 The Marketing Department will be asked to review all advising communication material.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

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5.2 A significant advising web presence will be created. The website should be constructed with both students and advisors user needs in mind.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

5.3 Advising Council updates/significant programmatic updates will be shared in appropriate college forums (Academic Senate, Division Meetings, Department Meetings, PAC, etc.)

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

(6) Advising and Counseling Center Staff

6.1 One of the primary responsibilities of the administrative staff in the ACC will be to maintain accurate tracking of student advisor assignments using Banner and other tracking systems.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

6.2 The Advising Liaison System will be fully implemented. All programs will have a counselor in the ACC assigned to work with program faculty and to serve as the secondary advisor. Liaisons will respond to program inquiries when faculty is not available and in the summer.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

6.3 Build in structured meeting time for Advising Liaison and Program Coordinators to meet; these should be separate from Division and/or Department meetings.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

(7) Faculty Advisors

7.1 Clarify the responsibility of faculty advising.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

7.2 Ongoing training will be provided to all faculty advisors.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status

7.3 New faculty members will have advising training incorporated into their new faculty member training.

Tactic	Timeline Key Dates and Deadlines	Primary Responsibility And Support Roles	Resources Funding Status	Desired Outcomes	Status