The Student-Ready Department (SRD) Academic Advising Annual Plan will be used by each SRD to identify objectives and plan for activities and interventions associated with academic advisement on an annual basis. There are three different plans, one each for communication with faculty and staff, students, and college wide partners. Complete each plan by recording the objective and then “split” the rows in the table to provide the action to be taken, time during a semester it will be executed, who is responsible for the action, how it will be assessed, and finally the outcome. When necessary, outcomes may be noted on the table and then submit supporting documents in a folder. (A sample objective for each table is included, edit it as desired.)

In the header and footer, enter your department and the persons responsible for completing the plan.

The academic advisement plan is due at the start of each semester. The academic advisement plan, supporting documents, and a reflection, will be submitted as a report at the end of the academic calendar. At the end of the academic calendar, each department will reflect on the plan using your choice of the prompts below (it is suggested that you choose two or three prompts). The reflection text can replace these instructions.

**Reflection ideas:**

* Successes included…
* Areas of improvement for the upcoming academic year include…
* Which objective of the plan would be most likely to benefit with time dedicated during faculty meetings?
* Which action items were most welcome by faculty, staff, students, and partners?
* Was the proper amount of time dedicated to complete each action item?
* What was especially satisfying about developing and executing the academic advising annual plan?
* What changes did you notice about your own practices when developing and executing the academic advising annual plan?

**Communication with Faculty and Staff**

**Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| Objective | Action | Timing | Person(s) Responsible | Assessment Method | Outcome |
| Develop awareness of the Academic Advising web page | Send email with link to academic advising web page to all faculty and staff. | Week 4, fall and spring | SRD faculty | AIRE and feedback from faculty and staff |  |
| Present key components of the academic advising web page in a faculty meeting.  | Second faculty meeting, fall and spring | SRD faculty | AIRE and feedback from faculty and staff |  |
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**Communication with Students**

**Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Objective | Action | Timing | Person(s) Responsible | Assessment Method | Outcome |
| Develop awareness of the Academic Advising web page | Send email with link to academic advising web page to all students. | Week 4, fall and spring | SRD faculty | AIRE  |  |
| Present key components of the academic advising web page in select classrooms.  | varies | Faculty members to be identified by SRD faculty  | AIRE  |  |
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**Communication with Partners**

**Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Objective | Action | Timing | Person(s) Responsible | Assessment Method | Outcome |
| Develop an understanding of the goals and objectives of ASAP. | Meet with ASAP to learn about updates | Once a semester | SRD faculty/Chairperson | TBD |  |
| Invite ASAP to a department meeting  | Once a year, date to be arranged | SRD faculty/Chairperson | TBD |  |
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