

Student Ready Department Academic Advisement Annual Plan and Report

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.



NEW YORK CITY COLLEGE OF TECHNOLOGY

Developed by Karen Goodlad on behalf of the SRD initiative, Completed by IJ and AM

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Communication with Faculty and Staff

Department of CHEMISTRY

Objective	Action	Timing	Person(s) Responsible	Assessment Method	Outcome
Develop awareness of the Academic Advising web page and partnership opportunities	Send e-mail with link to Academic Advisement web page to all full-time faculty, and present key components in a faculty meeting.	First faculty meeting, fall and spring	SRD faculty members		
	Prepare flyer with partnership opportunities and send it by email to all faculty. Request that faculty post the flyer on Blackboard.	First week of classes, fall and spring	SRD faculty members		
Remind full-time faculty about curriculum sheets and Academic Advising web page	Send email with curriculum maps and link to academic advising web page to all full-time faculty.	Week 6, fall and spring	SRD faculty members	Post-advisement faculty and student survey	
Remind all faculty of the beginning of the advisement period	Send email to all faculty asking to remind students about advisement period	Week 6, fall and spring	SRD faculty members		



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Communication with Students

Department of CHEMISTRY

Objective	Action	Timing	Person(s) Responsible	Assessment Method	Outcome
Use email and Chemistry Club meetings to communicate with students about the partnership opportunities	Send email with flyer summarizing all partnership opportunities.	Week 1, fall and spring	SRD faculty members		
	Post flyer with partnership opportunities on the Chemistry Department web page.	Week 1	SRD faculty members		
	Organize Chemistry Club meetings with PDC and First Year Programs	TBA	SRD faculty members and Chemistry Club coordinator	Student Survey	
Develop awareness of the Academic Advisement web page and Advisement period	Send email with link to academic advisement web page and academic advisement schedule to all students.	Week 6, Week 8	SRD faculty members		
	Post academic advisement schedule in the Chemistry Department.	Week 6	SRD faculty members		



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Communication with Partners

Department of CHEMISTRY

Objective	Action	Timing	Person(s) Responsible	Assessment Method	Outcome
Develop an understanding of the goals and objectives of PDC.	Meet with PDC to learn about updates.	Once a semester, date to be arranged	SRD faculty members		
	Invite PDC to a Chemistry Club meeting.	Once a semester, date to be arranged	SRD faculty members	Student Survey	
Develop an understanding of the goals and objectives of First Year Programs.	Invite First Year Programs to a Chemistry Club meeting. Invite all CHEM 1110 students to that chemistry club meeting by email.	Once a semester, date to be arranged	SRD faculty members	Student Survey	



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