AQIP ACTION PROJECT DECLARATION

Advisor Handbook and Training

Timeline
Kickoff Date: May, 2009
Target Completion Date: July, 2010

A. Short Title (10 words or better)

Advisor Handbook and Training

B. Describe this Action Project's goal in 100 words or fewer:

The goal of this team is to develop an advising handbook and a series of professional development workshops to create a skilled and consistent advising program for students across all academic divisions.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Category 1: Helping Students Learn

D. Describe briefly your institution's reasons for taking on this Action Project now---why the project and its goals are high among your current priorities:

Student satisfaction with advising varies across academic divisions and is one of the areas of weakness that has been identified in the Noel-Levitz Student Satisfaction Inventory and in our Student Open Forums. It was clear as we concluded our original AQIP Action Project on Advising that it was important to implement ongoing training especially since we have faculty that serve as advisors only periodically (when a Program Chair has a term off, for example).

E. List the organizational areas ---institutional departments, programs, divisions, or units most affected by or involved in this Action Project include:

All Academic Divisions, Enrollment and Student Development, Information Technology Services

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve.

Pre-tech advising (for students with developmental needs), faculty advising, enrollment services

G. Explain the rationale for the length of time planned for this Action Project (from kickoff t target completion).

The team spent several months in defining the scope of this project and identifying a reasonable timeframe. In 2008-09 the team will: 1). collect/create materials for the handbook, 2). produce the handbooks, and 3). hold a series of workshops in the spring to introduce the handbooks. In 2009-10, the team plans to: 1). develop a series of advisor training workshops, 2). present and evaluate the workshops, and 3). devise a plan to make advisor training an ongoing activity at Cincinnati State.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.

Monthly progress reports are provided to the President's Quality Council and to the Board of Trustees.

I. Describe the overall 'outcome' measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.

Student satisfaction with advising services, faculty satisfaction with advising, appropriate student course placement, increased retention

J. Other information

- Co-chairs: Joyce Rimlinger, Temesha Corbin Christian
- Facilitator: Judy Faessler