


**Events and Timelines for  
Effective Faculty Advising**

**Fall 2019 and Spring/Fall 2020**

Event	Date & Time	Venue	Remarks/Objectives
<ul style="list-style-type: none"> <li><b>Focused Groups/Meetings with Advising Teams</b> (Departmental Coordinators)</li> </ul> <p><b>Effective</b> Faculty Advising Implementation of Advising Model 2019-20</p> <p><b>Strategies to help out students at risk /Probation.</b></p>  <p>Advising and Accreditation Standards</p>	<ul style="list-style-type: none"> <li>o During September-Nov 2019</li> </ul>	<p>Office of Respective Department or CLT /Board Room/E-001</p>	<p>Objectives are to:</p> <ul style="list-style-type: none"> <li>• innovate ideas to enhance the quality of Advising/counselling.</li> <li>• Implement the Advising Model 2019 onward in its true spirit.</li> </ul> <p><b>Tasks to do:</b></p> <ul style="list-style-type: none"> <li>• develop and update Roadmap each academic year. June &amp; December.</li> </ul> <p><b>Streamline:</b></p> <ul style="list-style-type: none"> <li>• the Faculty Advising Body with Academic Advising Center in order to make our System more cohesive &amp; productive.</li> </ul> <p><b>Organize Seminar to:</b></p> <ul style="list-style-type: none"> <li>• discuss effective strategies to monitor student progress and look after students at-Risk or on Academic Probation.</li> <li>• Relational Challenges/best practices etc.</li> </ul> <p><b>Assessment Plan:</b></p> <ul style="list-style-type: none"> <li>• analyze Advisor Evaluation process and make it more smart &amp; comprehensive.</li> <li>• suggest some strategies to increase the student “Retention”.</li> </ul>
<ul style="list-style-type: none"> <li><b>Training for New Faculty on Advising System at FCC</b></li> </ul>	<ul style="list-style-type: none"> <li>o Any date(s) during last week of September 2019</li> </ul>	<p>CLT / Board Room or E-001 It depends on number of Participants.</p>	<p>Objectives are to:</p> <ul style="list-style-type: none"> <li>• assist them in understanding the Semester System/American Style of Education and importance of Advising System at FCCU.(LAE)</li> <li>• help them in evaluating their role as Faculty Advisors.</li> <li>• discuss degree requirements etc.</li> </ul>
<ul style="list-style-type: none"> <li><b>Follow up sessions* for UNIV100 Instructors (Teaching Fall 2019 semester)</b></li> </ul> <p><b>Theme:</b> “General Education Advising &amp; Effective strategies for course registration”</p> <p><b>* First session was conducted on April 27 for 3 hours about in E.001.</b></p>	<p>Before course registration Sp 2020</p>	<p>CLT / Board Room or S-008 It depends on number of Participants.</p> <p>Respective Departments/Blocks</p>	<p>Objectives are to:</p> <ul style="list-style-type: none"> <li>• reinforce their role as an Adviser and discuss the effective strategies to:</li> <li>• help advisees in <u>registering appropriate course(s).</u></li> <li>• help Advisees in developing well defined and <u>meaningful academic plans, in particular General Education Plan.</u></li> <li>• monitor advisees’ progress so that they may complete their respective degrees in time.</li> <li>• encourage advisees to maintain CGPA 2 or above.</li> <li>• Discuss common challenges and their possible solutions.</li> </ul>

<p>UNIVERSITY 100 INSTRUCTORS/ADVISORS:</p> <ul style="list-style-type: none"> <li>• <b>Training Sessions for UNIV100 Instructors (Teaching Sp. 2020)</b></li> <li>• <b>Training Session for UNIV100 Instructors Teaching Fall 2020</b></li> </ul>	<ul style="list-style-type: none"> <li>○ Nov.-Dec 2019</li> <li>○ April-May 2020</li> </ul>		<ul style="list-style-type: none"> <li>• To evaluate the role of Faculty Advisor in LAE so that advisor may help students in transition to university study and also to:</li> <li>• understand the importance of university policies (in particular academic policies), procedures and their implementation accordingly.</li> <li>• comprehend the importance of General Education.</li> <li>• know about the degree requirements.</li> <li>• motivate advisees to engage in community service and participate in student societies.</li> <li>• understand the Major Declaration process.</li> <li>• understand certain terms like “academic probation”, add/drop, withdrawal and their implications.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Open House/Informal meetings</b> of University100 instructors as well as Major Advisors with their Advisees at least twice a semester. City tours, One Dish parties by contributing equally.</li> <li>• <b>Food tickets</b> (number of ticks are subject to availability of budget)</li> </ul>	<ul style="list-style-type: none"> <li>○ From mid of Fall 2019 till the end of semester as per their plan or convenience</li> </ul>	<p>Open café, or any café outside campus after notifying it or getting approval from DOS/Director Student Act./ Director Academic Advising.</p>	<p>Objectives are to:</p> <ul style="list-style-type: none"> <li>• help Advisees in linking their academic plans with their life plans.</li> <li>• develop strong bond with Advisees that they may keep in touch with Advisors in order to get guidance in academic as well as life pursuits.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Session on Proactive/Intrusive Advising</b></li> <li>• <b>Effective Strategies to engage Advisees</b></li> <li>• <b>How to conduct “Effective Advising Sessions” (Role Play)</b></li> </ul>	<ul style="list-style-type: none"> <li>○ Dec. 2019 and in Spring 2020</li> </ul>		<ul style="list-style-type: none"> <li>• To realize the importance of Proactive/Intrusive Advising and experience it positively to help advisees navigate their educational pursuits and also to:</li> <li>• analyze and discuss different strategies to engage advisees in order to assist them make meaningful academic plans so that they may progress towards their life goals.</li> <li>• Create innovative activities and practice the efficient ways to monitor student performance.</li> <li>• assist advisees in developing ACADEMIC AS WELL AS LIFE PLANS.</li> <li>• motivate advisees to maintain CGPA 2 or above and complete their respective degree in time.</li> </ul>
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<ul style="list-style-type: none"> <li>• <b>Training Sessions on Time Management</b></li> </ul>	<p>Spring 2020.</p> <p>Jan-March.</p>		<p>It will allow advisors to play their role as Faculty Advisor efficiently and effectively and it will also help them to;</p> <ul style="list-style-type: none"> <li>• reduce time wastage and help them to prepare properly for the meetings with advisees.</li> <li>• Allocate appropriate time for specific tasks.</li> <li>• Accomplish the tasks with in due dates/timelines.</li> <li>• Plan a semester, week and a day effectively.</li> </ul>
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<ul style="list-style-type: none"> <li><b>Sessions on: Stress Management Helping/Listening Skills</b>  (in collaboration with Psychology Department)</li> </ul>	Spring/Fall 2020		<ul style="list-style-type: none"> <li>Reduce stress and bring confidence and peace of mind among the advisors in order to enhance their working capacity.</li> </ul>
<ul style="list-style-type: none"> <li><b>Competition among Faculty Advisors:</b> (written communication Skills)  writing an effective email to engage advisees and communicate important, accurate and relevant information in time.</li> </ul>	Oct 2019 or Feb 2020 any time before start of course registration.		It will help us to Communicate effectively and motivate us to contact our advisees proactively.
<ul style="list-style-type: none"> <li><b>Seminars/Sessions on:</b>  <b>Academic Advising Core Values. NACADA Model and Our Model 2019 (FCC Core Values)</b>  <b>Advising is Teaching.</b>  <b>Showcase of best practices. Panel Discussion or Exhibition</b></li> </ul>	Spring/Fall 2020		<p>To address relational challenges and enhance the quality of Academic Advising.</p> <p>To make advising more meaningful, significant and life long experience.</p> <p>To play role in fulfilling Mission. Vision and values of FCCU.</p> <p>To bring the Advisors' perspective into discussion and resolve issues accordingly.</p> <p>Other details will be shared later.</p>
<ul style="list-style-type: none"> <li><b>Annual Advising Lunch (60 persons)</b></li> </ul>	April 2020		Advising Community (FCCU Core Values)

**Note:** [any change in schedule will be notified accordingly.](#)

Please see University Academic Calendar online for dates of Add/Drop and withdrawal etc.

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