

EVENTS AND TIMELINES FOR EFFECTIVE FACULTY ADVISING

(1st draft)

FALL 2022 – SPRING-FALL 2023

Event	Date & Time	Venue	Remarks/Objectives
<ul style="list-style-type: none"> • Focused Groups: Meetings with Chairpersons/Advising Teams (Departmental Coordinators) <p>Effective Faculty Advising Implementation of Advising Model 2021-2022 and organize required training sessions. Emphasis on New Degree Requirements according to catalog 2021-2022. (Fall 2021 onward)</p> <p>Strategies to help students at risk /Probation.</p> <div style="text-align: center;">  <p>Advising and Accreditation Standards</p> </div>	<ul style="list-style-type: none"> ○ During July-August, 2022 	<p>Office of Respective Department or Board Room/E-001</p> <p>OR</p> <p>Virtual Meetings/Sessions</p>	<p>Objectives are to:</p> <ul style="list-style-type: none"> • innovate ideas to enhance the quality of Advising/counselling. • Implement the Advising Model 2021 onward in its true spirit. <p>Tasks to do:</p> <ul style="list-style-type: none"> • develop and update Academic Plans/Roadmaps each academic year. June & December. <p>Streamline:</p> <ul style="list-style-type: none"> • the Faculty Advising Body with Academic Advising Center in order to make our System more cohesive & productive. <p>Organize Seminar/Meetings to:</p> <ul style="list-style-type: none"> • discuss effective strategies to monitor student progress and look after students at-Risk or on Academic Probation. • Relational Challenges/best practices etc. • emphasis on new Degree Requirements from Fall 2021 onward. <p>Assessment Plan:</p> <ul style="list-style-type: none"> • analyze Advisor Evaluation process and make it smarter & more comprehensive. • suggest some strategies to increase the student “Retention”.
<ul style="list-style-type: none"> • Training for New Faculty on Advising System at FCC 	<ul style="list-style-type: none"> ○ Any date(s) during last week of Nov. or first week of Dec. 2022 	<p>Board Room or E-001 It depends on number of Participants. Or Virtual Session.</p>	<p>Objectives are to:</p> <ul style="list-style-type: none"> • assist them in understanding the Semester System/American Style of Education and importance of Advising System at FCCU (LAE). • help them in evaluating their role as Faculty Advisors. • discuss degree requirements etc.
<ul style="list-style-type: none"> • Session for UNIV100 Instructors/Freshmen Advisors in Aug-Sep for 2 hours • Follow up sessions* for UNIV100 Instructors (Teaching Fall 2022 semester) Theme: “General Education Advising & Effective strategies for course registration” 	<p>Before start of Fall, 2022</p> <p>Fall, 2022 (Oct-Nov. 2022)</p>	<p>S-008/E-001 It depends on number of Participants.</p> <p>Respective Departments/Blocks</p> <p>Or Virtual Session.</p>	<p>Objectives are to:</p> <ul style="list-style-type: none"> • reinforce their role as an Advisor and discuss the effective strategies, • help advisees in <u>registering appropriate course(s) according to their respective catalog/Degree Requirements.</u> • help Advisees in developing well defined and <u>meaningful academic plans, in particular General Education Plan.</u> • monitor advisees’ progress so that they may complete their respective degrees in time. • encourage advisees to maintain CGPA 2 or above. • Discuss common challenges and their possible solutions.

<p>UNIVERSITY 100 INSTRUCTORS/ADVISORS:</p> <ul style="list-style-type: none"> • Training Sessions for UNIV100 Instructors (Teaching Sp. 2023) • Training Session for UNIV100 Instructors Teaching Fall 2023 	<ul style="list-style-type: none"> ○ Before first week of Feb. 2023 ○ Aug- Sep 2023 		<ul style="list-style-type: none"> • To evaluate the role of Faculty Advisor in LAE so that advisor may help students in transition to university study and also to: • understand the importance of university policies (in particular academic policies), procedures and their implementation accordingly. • comprehend the importance of General Education. • know about the degree requirements. • motivate advisees to engage in community service and participate in student societies. • understand the Major Declaration process. • understand certain terms like “academic probation”, add/drop, withdrawal and their implications.
<ul style="list-style-type: none"> • In-person or Zoom Meetings/Informal meetings of University100 instructors as well as Major Advisors with their Advisees at least twice a semester. <p>Food tickets (number of ticks are subject to availability of budget)</p>	<ul style="list-style-type: none"> ○ A week before Real Registration in each semester as per their schedule or convenience <p>through out the semester.</p>	<p>Open café, or any café outside campus after notifying it or getting approval from DOS/Director Student Act./ Director Academic Advising.</p> <p>In-person/Virtual Meetings before course registration</p>	<p>Objectives are to:</p> <ul style="list-style-type: none"> • help Advisees in linking their academic plans with their life plans. • 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.
<ul style="list-style-type: none"> • Session on Proactive/Intrusive Advising • Effective Strategies to engage Advisees • How to conduct “Effective Advising Sessions” (Role Play) 	<ul style="list-style-type: none"> ○ Fall 2022-Spring 2023 		<ul style="list-style-type: none"> • To realize the importance of Proactive/Intrusive Advising and experience it positively to help advisees navigate their educational pursuits and also to: • 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. • Create innovative activities and practice the efficient ways to monitor student performance. • assist advisees in developing ACADEMIC AS WELL AS LIFE PLANS. • motivate advisees to maintain CGPA 2 or above and complete their respective degree in time.

<ul style="list-style-type: none"> • Training Sessions on Time Management for Effective Advising • Sessions on: Stress Management Helping/Listening Skills (in collaboration with Psychology Department) 	<p>Spring 2023.</p> <p>Spring/Fall 2023 Accordingly.</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"> • reduce time wastage and help them to prepare properly for the meetings with advisees. • Allocate appropriate time for specific tasks. • Accomplish the tasks within due dates/timelines. • Plan a semester, week and a day effectively. <p>• Reduce stress and bring confidence and peace of mind among the advisors in order to enhance their working capacity.</p>
<ul style="list-style-type: none"> • Advising Fair 2023 	<p>Last week of Feb-1st week of March 2023</p>	<p>Cricket Ground/Virtual.</p>	<p>It will help us to Communicate effectively and motivate us to contact our advisees proactively.</p>
<ul style="list-style-type: none"> • Major Declaration • Major Advising /Orientations • Info. Desks (Advisor-Advisees Lists) 	<p>Feb-March 2023 (It remains open throughout the semester(s).</p> <p>April-June every year</p>	<p>Online In person.</p> <p>In their respective Departments</p>	<p>AAC.</p> <p>To communicate Requirements of their respective Major Help students in completing their respective degrees on time and connect them to their life goals.</p>
<ul style="list-style-type: none"> • Seminars/Sessions/Materials on: Academic Advising Core Values. NACADA Model and Our Model 2021-22 (FCC Core Values) Advising is Teaching. Showcase of best practices. Panel Discussion or Exhibition 	<p>Fall 2022-Spring 2023 accordingly</p>		<p>To address relational challenges and enhance the quality of Academic Advising.</p> <p>To make advising more meaningful, significant and lifelong 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"> • Annual Advising Lunch 	<p>May-June 2023</p>		<p>Advising Community (FCCU Core Values)</p>

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

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

Faculty Advising Matters

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