

Nashua Community College Program Plan

Date Submitted: 9/27/2017

Program: Academic Advising Center

Academic Advising Team__

Part 1: Program Goals Table (Individual cells will expand and wrap as you type. If you need more cells, click “tab” after the last cell.)

AY	Program Goals:	Aligns with College Strategic Plan (Y/N)	Key Strategic Actions	Funds needed to accomplish goal	Date of Expected Outcome	Status (not started; ongoing; cancelled; completed)
2017-2018	Utilize the Navigate Early Alert System in an effort to positively affect retention of NCC students.	Y	Track the number of alerts opened by faculty and staff	NA	On-going	November 2017
			Follow up on the Advising Center advisees that have alerts and share information with the faculty or staff member opening the alert.	NA	On-going	November 2017
			Utilize reports showing all students that have had alerts opened and follow up on those that faculty have not been able to resolve	NA	On-going	November 2017
	Revise the process for evaluating transcripts for transfer credit to utilize all advisors	Y	Train evening advisor to evaluate transfer credit	NA	September 2017	Completed
			Set up pending folders for evaluations started by an advisor but not complete. One folder for each advisor including the Veterans advisor	NA	September 2017	Completed
	Engage in professional development activities and networking to continue enhancing		Based on budgetary allocations, participate in professional development focusing on Guided Pathways System advising and onboarding.	Yes	2018	Ongoing

Nashua Community College Program Plan

	our knowledge and expertise in the field of academic advising					
			Based on budgetary allocations maintain memberships in NACADA and NETA	\$40.00 per advisor for NETA & \$75.00 per advisor for NACADA	On-going	Renewal due on 6/30/18 for NETA Renewal for NACADA is 9/30/17
			Based on budgetary allocations, give an opportunity for each academic advisor to have a least one professional development experience per year.	TBA	Based on Availability	On-going