Developing an Advising Action Plan

Background

One of the intended outcomes of the Academic Advising Administrator’s Institute is for you to develop an Action Plan to respond to an advising issue or challenge on your campus. The format of the Institute is designed to offer information regarding some of the major topics involved in academic advising administration, to engage you in discussion with colleagues as a way of increasing your understanding regarding these topics, and to provide you with an opportunity to reflect on these topics as they apply to your own campus and particular advising issue or challenge. To facilitate the development of your Action Plan, we have designed a series of questions to lead you through the process. The Institute’s final work group discussion session will provide you with an opportunity to present your Action Plan to, and receive consultation from, your Institute Colleagues and Discussion Group Facilitators.

To create your Action Plan, please provide written reflections to the following questions posed on the following pages by the timeframe specified.
DEVELOPING AN ACTION PLAN: PART I
Describing your Advising Issue or Challenge
(Please complete this portion of your Action Plan for discussion on Day 1)

1. In 25 words or less, please succinctly state the Advising Issue or Challenge around which you would like to develop an Action Plan. Each participant will be given 5 minutes to present their Advising Issue or Challenge to the members of their work group. (Note: the time limit is important to ensure all participants have the opportunity to present).

2. What would you like to learn from the Institute in order to effectively respond to your Advising Issue or Challenge?
DEVELOPING AN ACTION PLAN PART II
Describing your Challenges and Success Factors
(Please complete this portion of your Action Plan on the evening of Day 1)

1. Please list any particular organizational or institutional challenges that impact your advising issue or challenge.

2. Please list three indicators or “Sign of Success” related to your Action Plan. That is, if you were successful in attaining the goal or goals of your Action Plan, how would you know it?

   a. 

   b. 

   c.
DEVELOPING AND ACTION PLAN PART III
Refining your Action Plan
(Please complete this portion of your Action Plan on the evening of Day 2)

1. Based on the Institute’s presentations and informal group discussions, please refine your initial Advising Challenge from Day 1 to represent to your colleagues for consultative feedback (see the handout titled “The Consultative Change Process” for details related to the Action Plan presentations). Again, please describe your advising challenge in 25 words or less.

2. Please list three concrete next steps for moving forward on your Advising Issue or Challenge.
   a.
   b.
   c.
Developing an Action Plan Part IV
Reflection Questions
Processing Consultant Recommendations and Change Agent’s Thoughts
(Please complete prior to your arrival back in the office)

1. What are similarities in your consultants’ recommendations and your change agent reflections?

2. What new, out of the box, ideas were generated?

3. How feasible are the consultant recommendations given your situation or context?

4. What recommendations should be altered to increase their feasibility?

5. What recommendations can be generalized as principles of good advising practice?

6. What “next steps” will you take? Who at your institution can support, and who at your institution could hinder, your ability to make change?