

INDIVIDUAL WORK PLAN TEMPLATE

OVERALL GOAL: To encourage and facilitate student success through holistic advising for first year students.

Goal 1: Set up students for their educational journey here at NWIC.

Activities	Resources	Outcomes	Timeline	Evaluation	Data
Describe the activities that support work plan (This is what you do)	Resources you will use or will need, to carry out effectiveness of the activity	What you hope to achieve as a result of the work activity	The time frame of the work activity	Frequency of review - monitoring the work activities effectiveness	Documentation of current evidence or future data gathering
Help students register for classes	Catalog, Compass Scores, JICS (IT help)	Student schedule		Quarterly	New student enrollment figures
Discuss academic interests/ majors of study with students	4-year program leads at NWIC	Educational plan			
Provide referral services	Financial Aid, Student Activities Director, RLC, outside support services such as BFET or counseling services	Students satisfied with holistic advising experience	CSS assessment calendar	annually	Noel-Levitz survey ATD Data
Completing Educational Plan with students	Excel, schedule. Jenzabar, JICS, catalogs, degree plans this is also done in the HMDV classes in collaboration with HMDV faculty,	All new students have completed educational plans completed		Quarterly	Completed ed plans saved on shared network
Set up student account email with tutorial on using it w/ JICS, Moodle, and ordering books	Computer, note pad w/pen, JICS	All new students have email and online services set up		quarterly	Auditing students registered with email versus students without
Orientation	Orientation registration document	All new students attend quarterly orientation		Quarterly	ATD Implementation data

Goal 2: Improve retention, and graduation rates. Provide outreach for students and work with teaching faculty to streamline this process.

Activities	Resources	Outcomes	Timeline	Evaluation	Data
Describe the activities that support work plan (This is what you do)	Resources you will use or will need, to carry out effectiveness of the activity	What you hope to achieve as a result of the work activity	The time frame of the work activity	Frequency of review - monitoring the work activities effectiveness	Documentation of current evidence or future data gathering
FYE meetings	Available to go to meetings, and create changes group conscious sees fit	Student retention increases	One hour weekly	quarterly	Within FYE group
AR hold outreach	Network with FA, faculty and registrar	Reduce number of AR holds for returning students quarterly by 10%	Quarterly about 20 hours	Quarterly	Number of students with AR holds
Collaborate with the Math & Writing Center	Nathanial Davis, Math Lab, Writing Lab directors, tutors	Increase the number of students that utilize math and writing center	As needed	Yearly	Math and Writing Center attendance logs
CSS/Faculty exchanges	Instructional team	Improve relationships with faculty and increased number of faculty advisors for 45+ credit students	Quarterly meetings or as needed	Quarterly	Number of 45+ advisees