

**Action Project #2  
Annual Update 2005**

**“Strengthen and enhance student assessment and advisement to promote learner success”**

**A. Describe the past year’s accomplishments and the current status of this Action Project:**

During the first year of this Action Project it was decided to focus on strengthening the advisement process. Below is a brief description of the work accomplished for the Action Project this year:

- Identification of opportunities for improvement based on results from various instruments. These instruments included the Community College Survey of Student Engagement (CCSSE), the CAC Graduation Survey and the CAC Advisement Survey. Both the CCSSE and Graduations Survey had questions related specifically to advising.
- Development of improved training for Faculty Advisors. CAC utilizes the Faculty Advisor model. The new Director of Advising upgraded the annual training for these advisors to assist in keeping them informed of CAC advisement process improvements, new programs and transfer and articulations changes.
- Continued use and revision of Electronic Sign in. The electronic sign in process was implemented last year. It has allowed the Advising Office to track busy times. As a result, Student Services has adjusted there hours of availability to meet the needs of the students. In addition, some features were revised to increase user friendliness and ability to track requested information.
- Continued use of Advising Page on CASA. The use of an Advisor Page was implemented last year. This is a page that pulls the student information needed to successfully advise from Banner into one page for the advisor to view. The features of this page have been revised to ensure the needs of the student can be met during an advising session.
- Continued implementation and revision of Orientation to College (OTC). The number of students attending orientation has increased. The program continues to review and revise based on results from CCSSE and their feedback instrument. An orientation program is not offered at all campuses. However, the program differs at each location to meet the needs of the local community.

**B. Describe how the institution involved people in work on this Action Project.**

Meetings for the action project team were held throughout the year in Distance Learning format to ensure the opportunity for participation from all locations. In addition, other stakeholders were invited to attend either as a resource for the team or based on informational needs of the stakeholder.

**C. Describe your planned next steps for this Action Project.**

The processes developed as a result of this Action Project have become to be institutionalized. Regular review and revision of these processes have become to be part of regular business of the college. Therefore, this Action Project will be retired as of October, 2005.

**D. Describe any “effective practice(s)” that resulted from your work on this Action Project.**

None at this time

**E. What challenges, if any, are you still facing with regard to this Action Project?**

We continue to experience the same difficulty related to consistency of services at different campuses. CAC currently has three campuses and two educational centers. While we believe that advising and orientation should contain specific components, the students at each of our locations have different needs. We are experiencing the very real challenge of maintaining consistency in these programs while at the same time allowing for differences to meet the needs at the different locations.

**Optional Question: If you would like to discuss the possibility of AQIP’s providing you with help to stimulate progress on this Action Project, explain you need here and tell us whom to call, and when.**

Not at this time. Thank you.