

Planning for Student Completion

Recommendations and Action Plan

Recommendation	Responsible Person	Timeline
A list of alternating year courses. Determine best place to house the list. (Advising website resources?)	Deans, Faculty, Advisors, COMS	Spring 2018
A list of rotating course to allow for a different entry term. Determine best place to house the list. (Advising website resources?)	Deans, Faculty, Advisors, COMS	Spring 2018
Develop Templates as a tool for student planning in Degree Works, centralized system.	Advisors, Dept. Chairs, Deans	Fall 2018-Deans will provide at least one sample template per program.
Data Entry in Registrar's office to create the Templates in Degree Works	Registrar's office staff - pending request for 1.0 fte	Fall 2019. Expected to take one year to create and finalize.
Advisors to work with Deans preparing the course schedule. <ul style="list-style-type: none"> ● Avoiding conflicts and managing appropriate rotation 	Deans, Faculty, Advisors	Spring 2018-COMplete
All faculty who advise should have access to CRM <ul style="list-style-type: none"> ● Verify budget available to pay the \$35 per license fee 	Deans, COMS, Jeff Carman	Have Jeff pull the list, send to deans to verify, and grant access to faculty who advise.(Angie)
Increase mandatory advising check ins. <ul style="list-style-type: none"> ● Not limited to freshman. ● Required major declared by 3rd year ● Mimic COBE mandatory hold 	Deans and Advisors	TBD
Mandatory technology training for faculty to assist with advising students (Degree Works and CRM). Follow up with advising training as needed. *Safe Colleges is implemented and ready to go.Roll out and require completion at fall orientation.	Deans and Advisors	Fall 2018
All advisors and/or faculty to develop Completion Plans for students utilizing Degree Works	Deans and Advisors	TBD
Graduation Prep for Juniors <ul style="list-style-type: none"> ● Advising Council to determine 	Deans and Advisors	TBD
UNI/CORE alignment for academic planning	Lacy and Nate	Fall 2018-Per Lacy- Kathryn, Kathleen, Tara, and Sarah Ralston will work together to have it in place.