

## Action Planning Template

<b>Functional Group Name</b>	Advising	
<b>Functional Group Sponsor</b>	Engineering Engagement	
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<b>Organization/Business Unit</b>	College of Engineering Academic Departments	
<b>Functional Group Purpose and Value Proposition</b>		
The academic advising functional group exists to provide and/or create spaces for academic advisors or those in academic advising roles (both undergraduate and graduate advisors) to discuss best practices, to meet and network in a casual and non-business setting, and to discuss issues affecting engineering students and thereby the academic advising workflow.		
<b>Functional Group Link to Organizational Strategy and Business Objectives</b>		<b>Guiding Principles</b>
<b>Focus 1: Transformation of Undergraduate Engineering Education</b> <ul style="list-style-type: none"> <li>• Provide high quality education that prepares students to be future engineering leaders</li> <li>• optimize time to graduate</li> <li>• educate a diverse population of students</li> </ul> <b>Focus 3: Graduate program excellence with world-class research</b> <ul style="list-style-type: none"> <li>• balance domestic and international student enrollment in doctoral programs</li> <li>• enhance MS and MENG programs</li> <li>• increase high impact career opportunities for graduate students</li> </ul> <a href="http://engineering.tamu.edu/media/3337608/DLCOE_strategicplan_2012_2017.pdf">http://engineering.tamu.edu/media/3337608/DLCOE_strategicplan_2012_2017.pdf</a>		<b>Advisors are responsible:</b> <ol style="list-style-type: none"> <li>1. For themselves and their professional practices</li> <li>2. To individuals they advise</li> <li>3. For involving others</li> <li>4. To their institutions</li> <li>5. To higher education</li> <li>6. To their educational community</li> </ol> <a href="http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Core-values-of-academic-advising.aspx">http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Core-values-of-academic-advising.aspx</a>
<b>What is IN SCOPE?</b>		<b>What is OUT OF SCOPE?</b>
<ol style="list-style-type: none"> <li>1. Motivation</li> <li>2. Collaboration</li> <li>3. Training and Professional Development</li> <li>4. Opportunities for Networking</li> </ol>		<ol style="list-style-type: none"> <li>1. Complaints without solutions</li> <li>2. Rewards and Recognition</li> <li>3. Commitments outside job responsibilities</li> </ol>
<b>Functional Group Objectives</b>		
<ol style="list-style-type: none"> <li>1. identify personnel in advising roles or functions</li> <li>2. establish distribution list of advising personnel for e-communication</li> <li>3. cross-college advisor meet and greet for undergraduate and graduate advisors</li> <li>4. connect engineering advising personnel to UAC, TEXAAN, and NACADA</li> </ol>		
<b>Critical Success Factors</b>		<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>• Unity among graduate and undergraduate advisors</li> <li>• FG members should be valued and find value from this group</li> </ul>		<ul style="list-style-type: none"> <li>• Survey</li> <li>• Members utilize listserv</li> <li>• In-person attendance</li> <li>• Increased involvement in advising organizations</li> </ul>

### Barriers & Challenges

1. Time: Schedule events/programs/training/professional development to work around the advising workflow. Allow time for advising staff to participate in events.
2. Money: To plan social and networking events that have appeal for increased participation.
3. Buy-in: Advisors should find value in participating; Advisor supervisors should support and participate in FG initiatives.
4. Varying job titles and job descriptions cause confusion about who does what.
5. Duplication of efforts already being tackled by local, state, and professional organizations.

### Functional Group Roles and Members *(Who will be represented by this group?)*

Personnel in undergraduate or graduate advising roles or functions will make up this group, including advising administrators.

Key Milestones	Deliverables
Identify all advising personnel	Meet and greet events
Meet and greet social during Fall 2016	E-communication
All COE advisors become UAC members and subscribe to UAC-BULL	

### **Engagement Plan:**

Identify the status of the following change management activities:

Engagement Activity:	Planned	Not Planned	Complete
a. An engagement plan is in place to support the activities of the FG.			✓
b. Education and training will be available to members on tools and approaches.			✓
c. The FG has a plan to recognize success of the FG and/or its individual members.		✓	
d. Current state assessment of successes and problems about knowledge sharing that is relevant to this FG will be completed.		✓	
e. A plan to improve and/or eliminate the barriers to knowledge flow and collaboration will be developed.	✓		
f. Best practices are investigated for adoption.	✓		
g. Senior leadership / sponsors are involved with the FG and act to facilitate and support engagement as required.			✓