

14-152 Advising Responsibilities for Business, Industry, and Technology (BIT)

The Business, Industry and Technology (BIT) division allocates advising responsibilities between the BIT Academic Liaison and BIT Faculty Advisors.

(A) Academic Liaison

- (1) Academic Liaison advises BIT students who are college ready throughout the semester.
- (2) Academic Liaison assists faculty with program students who have special issues and needs.
- (3) Academic Liaison contacts all college-ready BIT students at least four times through individual e-mails, phone calls, letters, group sessions, office meetings, or through direct contact in classroom.
- (4) Academic Liaison contacts students through intrusive advising, transition advising, other best practices and approved techniques.
- (5) Academic Liaison works with all advisees on pathways throughout their education at North Central State College, by means of creating long-term plans through completion and pathways after North Central State College by means of transfer.
- (6) When a student's major is changed to a major outside the BIT Division, that division's Academic Liaison is contacted and the student is passed on to the new division. This is recorded in AdvisorTrac, and the data specialist is notified to update the student's liaison on file.
- (7) Academic Liaison records each contact with a student through AdvisorTrac indicating outcome of discussion.
- (8) Academic Liaison assesses the students for possible prior learning credit and other factors that may be present as aspects that may support or hinder the student's progress.
- (9) If a student shows concern of academic failure or receives an academic alert, the Liaison proactively finds the cause of the problem and makes the appropriate referral (i.e., career counseling, personal counseling, tutoring, transportation issues, emergency funding, administrative issues, etc.).
- (10) Liaison works with departments to meet individual department needs.

(B) Faculty Advisors

- (1) BIT Faculty receive each student as an advisee when the student has completed 30 credit hours in an applicable program. Students entering a certificate program will also be assigned a faculty advisor.
- (2) Faculty complete intrusive advising with students from their advising list twice during each fall and spring semester. These sessions should occur within first two to four weeks of semester to make sure student is on track with program curriculum worksheet and then within the last six weeks of the semester to plan schedule for following semester.
- (3) Student intrusive contacts are recorded in AdvisorTrac within 48 hours of contact.
- (4) Faculty assist students in successfully completing pathway for graduation and advise students on academic issues that support successful completion of courses each semester.
- (5) Faculty follow through with any needed student advising activities throughout the semester and record those in AdvisorTrac.
- (6) Faculty during the student's last year of the program discuss and make recommendations for job placement, career paths to bachelor's degree, and need for lifelong learning.

(C) Additional Division Advising Activities Performed by Liaison and/or some Faculty

- (1) Responding to phone calls and e-mails from students inquiring about various programs.
- (2) Contacting students who appear to be taking courses that are not necessary.
- (3) Contacting students who can benefit from course substitution.
- (4) Calling students who have not scheduled courses for the upcoming semester to provide assistance.
- (5) Contacting students who have been identified through an academic alert.

Effective: September 20, 2016

Expires: September 1, 2021

Review Dates: 9/20/16