# Plan

## 1. Goal—principal purpose of plan
(include how this relates to serving students or increasing student success or supporting LifeMap)

To pilot a walk-in group advising program during peak periods of registration (three times per year during 2014-2015). The goal is to have 500 students participate in this program. This program will decrease student wait times, which will contribute to a more positive student experience. It will also provide students with a more intentional, intrusive, and structured advising experience. An additional goal is to increase enrollment by having students register for courses in the computer lab with staff members present to assist them with any questions or challenges.

## 2. Objectives—what will be accomplished and measured

Since it will be conducted in a computer lab, this option will give students the opportunity to have a student services staff member present to help them select and register for courses at a time when course options are very limited. It will also dramatically reduce wait times in the student services office during our busiest periods of the year. Furthermore, it will allow the advisors that remain in the office to spend more time with students who need more in-depth academic advising and deeper intervention. We will measure both student learning and satisfaction.

## 3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?

Upon completion of the group advising session, students will be provided with a Qualtrics survey to complete. The results of the survey will provide us with a deeper look into the program to determine if it is successful or not.

## 4. Action Plan — what is the implementation plan?

Group advising sessions will be offered as a walk-in basis as an advising option. We will conduct these sessions in a computer lab on campus. Students will walk-in to the advising center and be given an option to attend group advising. At that time, the benefits will be presented to them. Students will then be entered into Dynamic Forms with a comment that they are attending group advising. Students will then be given a pass that directs them to the computer lab for the session.

## 5. Achievement Summary/Analysis—What was learned from the assessment results? What changes will you make in your initiative for the year to come?

Group advising sessions were a huge success in 2014/2015. Because of the success, we have decided to continue to offer these sessions in 2015/2016. Goals met:

- Number of students who completed Group Advising for fall term 2014 = 398
- Number of students who completed Group Advising for spring term 2015 = 136
- Total number of students who completed Group Advising for fall term 2014 and spring term 2015 = 534

The pilot decreased student wait times and contributed to a more positive student experience. It provided students...
with a more intentional, intrusive, and structured advising experience since the sessions were held in a computer lab with advisors working directly with the participants. Enrollment on East Campus increased 2.1% from fall term 2013 to fall term 2014. Enrollment on East Campus increased 0.6% from spring term 2014 to spring term 2015.

<table>
<thead>
<tr>
<th>6. General Education Learning Outcome</th>
<th>Communication</th>
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<tbody>
<tr>
<td>7. Strategic Plan Outcome</td>
<td>Goal One: Build Pathways</td>
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<td>Objective 1.2: Persistence</td>
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We were very pleased with the student feedback and would like to continue to offer this advising option during peak times.

Information as well.

Numbers were not very significant. However, I've also attached the raw data in the event that you want to review that information for your review. I didn't include the percentage for the statements where students disagreed, because the survey covers a wide range of students. It would be best to use the raw data where possible. A summary of the most significant discrepancies saw an improvement of 50% appeal, etc.

The staff who were in the office were able to spend more time with students who needed more in depth advising. Both the students and staff were very pleased with this initiative. This student will time was reduced dramatically.

Advising options allowed students to select and register for courses at a time when course options were very limited. This was implemented on East campus.

Hope you are having a good morning this far.

Good morning,

Joe Sarubbo

Final Qualitative Report: August 2014

Registration Update: Group Advising on East

Joe Sarubbo
Joyce Romano

Wednesday, October 01, 2014 8:55 AM

Every Lang-Santos

Joe Sarubbo
Have a good day.

Let me know if you have any questions.

| 13% | 88% |  
| 12% | 88% |  
| 13% | 87% |  
| 7%  | 93% |  
| 20% | 87% |  
| 20% | 77% |  
| 21% | 68% |  
| 13% | 84% |  

*100% of the students agreed with this statement.*

- Register for linked courses
- Advisor helped me to understand how to
- Sessions to other students
- Would recommend the Group advising
- Helped me.
- Advising Staff was sufficiently interested in
- Professional.
- Advising Staff was friendly and
- Scenarios addressed.
- I felt my individual needs were
- Prepared to register on my own in the future.
- After attending this session I feel more
- Drop/add deadlines
- Advisor emphasized the importance of
- Courses needed to complete my degree
- Advisor increased my understanding of the
100% of the students who attended group advising in August indicated that they

YOU III

IS FOR

PROGRAM

THIS

Before you leave the session, upcoming semester and register for classes.

Group advising is a one hour session for students currently enrolled in SL 1122. Academic advisors will work with you to create your schedule for the

QUESTIONS?

For transfer students only

Date:

Time:

Bldg. 4 Rm. 122

be held in:

ALL Sessions will

11/10 10:00-11:00
11/10 11:00-12:00
11/11 11:00-12:00
11/11 12:00-1:00
11/11 1:00-2:00
11/11 2:00-3:00
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11/17 11:00-12:00
11/17 12:00-1:00
11/17 1:00-2:00
11/17 2:00-3:00
Remember the sessions are an hour but the lab will be available for 2 hours. Gauge how many students can stay past the hour.

- Emphasize the importance of learning how to register for linked courses
- Explain to the students how to register for linked courses

**25 minutes**

- Have students register

**15 minutes**

- Length of video: 4:12
  - [MPL "Look Ahead"
    - [MPL "GP Calculator"
    - [MPL "What is "

- Length of video: 4:59
  - [MPL "You be/1673691629"

- Length of video: 3:32
  - [MPL "You be/GTmgwDQ2t"

- [MPL "You be/ctmfiqa8Q2t"

**7 minutes**

- Have students log into MEP and have students log into their MEP account at the end of the presentation
- Below are some links of the videos explaining the features of MEP. Feel free to watch videos prior to presentation
- Explain to the students how to register for linked courses
- Explain the math pathways – Explain how advisors will be available to answer specific questions about math
- Make reference to the importance of electives

**5 minutes**

- The brown sheet are also replaced on MEP
  - [MPL "Planning tool"
    - Reference the brown handout with list of courses for AA (explain how the courses listed on the back of handout has a

**3 minutes**

- Ask the students:
  - How many of you have used My Education Plan? How many of you feel that you have a good understanding

**2 minutes**

- Get to know your audience

**1 minute**

- Introduction and objectives

**5 minutes**

- Check in

---

**Presentation Outline:**

Group Advising for Spring 2015
<table>
<thead>
<tr>
<th>Registration Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform all SIS 1122 Faculty</td>
</tr>
<tr>
<td>Email students directly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marketing Strategy</th>
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<tbody>
<tr>
<td>Enroll students with less than 24 credits, including students enrolled in SIS 1122.</td>
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</table>

<table>
<thead>
<tr>
<th>Target Population</th>
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<tbody>
<tr>
<td>Sign in sheet</td>
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<table>
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<tr>
<th>Handouts</th>
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<tbody>
<tr>
<td>Handout with the general education requirements. This handout has a planning tool in the back.</td>
</tr>
<tr>
<td>Date</td>
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<tr>
<td>Time</td>
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<td>A: Cassandra</td>
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<tr>
<td>A: Catherine</td>
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<tr>
<td>A: Jell</td>
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<tr>
<td>A: Rafael</td>
</tr>
</tbody>
</table>

Group Advising Schedule for January 2 – January 9 (Building 4 Room 122)
Every,

Once again, thank you for all your feedback.

Let me know if you have any questions.

The Financial Aid Green Team will also be available to answer questions. Students should only be directed to the Green Team prior to leaving the session.

The revised flyer with the updated information has been attached. Please note that the revised flyer will be available for two hours and you need to be available for two hours as well. Please sign up on the share drive as soon as possible.

Attached you will also find the revised flyer. Each session has been scheduled for an hour but the room will be available for two hours and you need to be available for two hours as well. Please sign up on the share drive as soon as possible.

For those of you that have reservations about MEP, please stay open.

I reviewed the notes from Monday's meeting and meetings with the NSC faculty. I took into consideration the recommendations before drafting the outline attached. Please review the outline and let me know if you have any questions or concerns. For those of you that have reservations about MEP, please stay open.

I reviewed the notes from Monday's meeting and meetings with the NSC faculty. I took into consideration the recommendations before drafting the outline attached. Please review the outline and let me know if you have any questions or concerns. For those of you that have reservations about MEP, please stay open.

Thank you everyone for the feedback last Monday. Everyone has such great ideas on what should be included in the schedule.

I hope that everyone had a nice weekend.

Good Morning Team:

Joe Sarubbo

Schedule.docx

Group Advising Plan for Spring 2015.docx

Group Advising - Starts Next Monday

Pam Hill: Joe Sarubbo

Zenn: Pam Hill; Veeva Alves

Corey Evans, Jennifer Morris, Rachel Daniel, Steve Tullo, Blanca Meloniadco, Chelsea Hoakins; Natalie Hooten, Nina Viera, Tina Coughlin, Andrea Beller; Anne Barreto.

Monday, November 3, 2014, 9:45 AM

Every, Lora-Santos
<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop Time</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/10/2014</td>
<td>11:00 am - 12:00 pm</td>
<td>Matthew</td>
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<tr>
<td>11/10/2014</td>
<td>2:00 pm - 3:00 pm</td>
<td>Wymise, Adriana, India, Ce’koya, Matthew, Naomi</td>
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<tr>
<td>11/12/2014</td>
<td>11:00 am - 12:00 pm</td>
<td>Matthew</td>
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<tr>
<td>11/12/2014</td>
<td>2:00 pm - 3:00 pm</td>
<td>Wymise, India, Ce’koya, Matthew, Naomi</td>
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<td><em>11/17/2014</em></td>
<td>11:00 am - 12:00 pm</td>
<td>Matthew</td>
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<tr>
<td><em>11/17/2014</em></td>
<td>2:00 pm - 3:00 pm</td>
<td>Wymise, India, Ce’koya, Matthew, Naomi, Adriana</td>
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<tr>
<td>11/18/2014</td>
<td>3:00 am - 4:00 pm</td>
<td>India, Naomi</td>
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<td>11/19/2014</td>
<td>3:00 am - 4:00 pm</td>
<td>Wymise, Matthew, Naomi, Adriana</td>
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<td>11/20/2014</td>
<td>11:00 am - 12:00 pm</td>
<td>India, Ce’koya, Matthew, Adriana, Naomi</td>
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<td>11/21/2014</td>
<td>11:00 am - 12:00 pm</td>
<td>Matthew, Ce’koyaNaomi</td>
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<td>11/24/2014</td>
<td>10:30 am - 11:30 am</td>
<td>Matthew</td>
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<tr>
<td>12/01/2014</td>
<td>2:00 pm - 3:00 pm</td>
<td>Wymise, India, Ce’koya, Matthew, Adriana, Naomi</td>
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<td>12/02/2014</td>
<td>2:30 pm - 3:30 pm</td>
<td>Ce’koya, Francis</td>
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<td>12/03/2014</td>
<td>11:00 am - 12:00 pm</td>
<td>Matthew</td>
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<tr>
<td>12/03/2014</td>
<td>2:00 pm - 3:00 pm</td>
<td>Wymise, India, Matthew, Adriana, Naomi</td>
</tr>
</tbody>
</table>

(Transfer Students Only)
Thanks.

Coverage for students:

Everyone's schedule is open during this time. Please try not to schedule anything 9:30-11:00am so we will have ample

Jocelyn, Jeff, Nina, and Cathy will go 10:15-11:00am.

I am going to put Andrea, Marie, Natalie, Michelle, and Steve in 9:30-10:15am Review Session.

I have book 3/1080 on Friday morning, November 7th.

Everyone asked me to schedule two 45 minute sessions this week to review the Group advising before it starts next week.

Good Afternoon.

Subject: Group Advising Review

Group: Lore Saints; Joe Zarubbo; Joe Zarubbo; Jeff Caudy; Nina, Ava; Cathy Sprouse; Steve Tullio

Andrea Beale; Marie Berrios; Candace; Natalie; Hofer; Michael; Malouf; Jocelyn

Tuesday, November 04, 2014 10:49 PM

From: Joe Zarubbo

Pam Hill

CalifEDU
Dear Student,

Thank you for pre-registering for one of our Group Advising Sessions! We would like to remind you that your session is scheduled for tomorrow at X:XX. During the session, you will be using the My Education Plan to design a sequence of courses that fit your academic and career goals best. Two academic advisors will be present to assist you and answer your questions. And before you leave the session, you will have the opportunity to register for the courses that interest you. Please take a moment to read over it and send me any feedback. Thank you!

Here’s what I’ll begin with:

- Problem
- Solution
- Next steps
- Final thoughts

Hello all,

Joe Sarubbo
Evelyn

Please let me know if you have any questions.

Advising/Time in the notes section. If we provide group advising on a walk-in basis, please make sure to enter the students into the queue and add Group Advising Notes to the list.

However, if there is poor attendance we will host the group sessions on a walk-in basis like in August. Advisors have been informed that they should contact the front desk if they have poor attendance and that they are available for walk-in. The sessions will be held in building 4, room 122. Students have pre-registered so they will be going directly to the computer lab.

Every day, group advising starts next Monday. Please see the schedule attached—you will notice that sessions aren’t scheduled.

Hi Team:

Attachment:

Subject:

From: Joe Sarubbo

Cc: Pam Hill, Yvette Allies

Joe Sarubbo

Evelyn Lora-Santos

Evelyn

Friday, November 07, 2014 3:11 PM

Blanca Maldomado, Chelsea Zenado
WE SAY YOU CAN.

VALLEYS COLLEGE

MC 3-15
407-882-2322
East Campus Student Services
Thank you, Chelsea Zern

Send down, average wait time was 1.5 minutes.
We cancelled group advising today due to Internet being down and lack of students.

Hello Evlyn,

Group Advising Canceled
Joe Sarubbo, Pam Hill
Evelyn Lo-Valdez
Monday, November 24, 2014 12:04 PM
Chelsea Zern

Subject: 
Cc: 
To: 
Sent: 
From: Joe Sarubbo
Handouts Available:

6. Please have students complete a Qualtrics survey before they leave. I will send you a link by the end of the week.
5. The front desk staff will keep any sign-up sheets.
4. At the end of the group advising session, all notes must be entered in Banner.
2. Upon arrival to the advising room, students will need to present the "Advisor FASTPASS" to the advisor.
1. Two advisors will be available to facilitate group advising.

Group Advising "Check-in Process:

Reason for advising: Registration
Notes: Group Advising Time (morning or afternoon)

Forms Needed:
- Registration Forms
- Student Data Sheet
- Group Advising SIGN UP FOLDER
- NSO SIGN UP FOLDER

Advising Process: After front office staff screens the student for eligibility to attend group advising, the student is entered into Dynamic Forms. The following students will not be eligible to attend group advising sessions:

Logistics:
- Thanks in advance.
- Let me know if you have any questions.

Career Center Staff - Please sign up for the afternoon shifts along with academic advisors. Sign up as soon as possible so that Program can start to work on the January course schedule.

The work document is in the Group Advising SIGN UP FOLDER located in the NSO SIGN UP FOLDER. Please sign up for group advising session. From January 2nd - January 9th we will be offering group advising on a walk-in basis. Please go to the shared drive to sign.

Good Afternoon Team:

Group Advising
Joe Santillo, Blanca Malondo, Chelsea Zen, Rick Hill, Yvette Aviles
Haye Rosario, Catherine Espinosa, Leann Stibbitt, Jennifer Mcgurn
Cody Evans, Jason Morales, Rafael Daniel, Shyny Boyette, Shane Tully, Cassandra
Kamilo, Natalie Hohne, Latina Ayers, Alina Cuevas, Andrea Bell, Anne Bartella
Cenny Spence, Jeff Ownbey, Krista Wilson, Lucy Leon, Maria Berrios, Carla Mcgilheren

Subject:
To:
Sent:
From:

Joe Santillo
Evelyn

http://valenciacollege.qualtrics.com/SE/?SID=SV_3KO0OSSZ1PHXES

Group Advising materials will be in the black and gold cart that is by the copier.
January 2 - January 9th (see schedule attached).

Below is the Qualtrics survey link that we will be using for the Group Advising sessions that will be held from January 2 - January 9th. You will provide you with a detailed summary when we get back from break.

Please, the feedback looks very good. Great job team.

There were 12 Group Advising sessions held from November 10th - December 3rd.

Good morning team:

Joe Zarubbo
Group Advising January 2-9.docx
Group Advising Update and Qualtrics Link

Attachments:

Subject: Group Advising January 2-9.docx
CC:

To:
Sent:
From:
<table>
<thead>
<tr>
<th>144</th>
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### Question 12

**Advice needed and understood how to register for intended courses:**

1. Advising staff was genuinely interested in helping me.
2. Advising staff was friendly and professional.
3. I felt that my individual needs were adequately addressed.
4. Advising session did not overlap or conflict with my other classes.
5. Advising session did not overlap or conflict with my work schedule.
6. Advising session did not overlap or conflict with my personal life.
7. Advising session did not overlap or conflict with my health or well-being.
8. Advising session did not overlap or conflict with my other classes.
9. Advising session did not overlap or conflict with my work schedule.
10. Advising session did not overlap or conflict with my personal life.
11. Advising session did not overlap or conflict with my health or well-being.
12. Advising session did not overlap or conflict with my other classes.
13. Advising session did not overlap or conflict with my work schedule.
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15. Advising session did not overlap or conflict with my health or well-being.
16. Advising session did not overlap or conflict with my other classes.
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19. Advising session did not overlap or conflict with my health or well-being.
20. Advising session did not overlap or conflict with my other classes.
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23. Advising session did not overlap or conflict with my health or well-being.
24. Advising session did not overlap or conflict with my other classes.
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32. Advising session did not overlap or conflict with my other classes.
33. Advising session did not overlap or conflict with my work schedule.
34. Advising session did not overlap or conflict with my personal life.
35. Advising session did not overlap or conflict with my health or well-being.
<table>
<thead>
<tr>
<th>Item</th>
<th>Response</th>
<th>Label</th>
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<tbody>
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</table>

1. Please check the following:

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<th>Item</th>
<th>Response</th>
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<tbody>
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<tr>
<td>Item</td>
<td>Agree</td>
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**Note:**
- **Click on your answer:**
- **Please refer to the table for detailed responses.**