

**Spring 2022 Commitment Agreement
Level 1 & Level 2**

Name:

Email Address:

Position:

Department:

Certified Advising Spring 2022 Course Schedule

- Level 1: February 7 - March 11
- Level 2: February 14 - March 11

Scope of Work

Staff are able to complete the Level 1 and Level 2 certified advising courses, but are not eligible to receive stipends until Year 3 (completion of both levels). For faculty, the scope of work may include reaching out to students, utilizing Civitas Inspire for Advisor, phone, face to face, or outlook e-mail to discuss, but not limited to the following:

- Short and long-term academic planning
- Career Exploration
- DMC Foundation Scholarship Information
- Graduation Application Assistance
- Tutorial Services

Stipend Structure

The following faculty are eligible for the stipends outlined below: Tenured, Tenure-Track, Assistant Professors, & Department Chairs.

- \$500 upon completion of Level 1 or Level 2 of certified advising course, paid March 31, 2022
- \$1,000 upon completion of 45 hours of proactive advising activities by August 31, 2022
 - 25-45 hours – advising
 - 10-15 hours – advising professional development
 - 10-15 hours – mentoring, department advising professional development facilitator

Approval

By signing below, I agree to the details of this commitment agreement. I also understand my work with Project SENDA will give me the opportunity to make meaningful contributions to students.

Signature

Date

Supervisor Signature

Date

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

With Project SENDA (Students Engaged in Direct Advising), Del Mar College intends to overcome challenges that cause high time to completion rate amongst its students, so they are guided along a more focused educational journey that prepares them for professional careers in the modern workforce and does so in the most economical, time-efficient manner possible.

Proactive Advising Activities for Faculty

- **Registration Refresher:** Preparing the college advising community on how to use existing advising technology tools (e.g. Datatel Colleagues 5.8, Civitas Learning, EMSI Career Coach and Etrieve)
- **Critical Conversations about advising topics:** Specialized workshop geared toward student persistence, advising approaches, college readiness, student empowerment, inclusivity strategies and pathway/career focused advising.
- **One on One consultations:** Individualized on-demand one-on-one consultations session with faculty and/or staff on registration needs.
- **Department Meetings:** Design and create a specialized advising training to the unique academic pathway.
- **Enhancing Advising Skills Workshop:** Lead facilitator to provide updates to the campus advising community, centered around federal, state and local updates.
- **Transfer:** Increase the opportunities for student transfer by creating transfer maps and resources, encouraging the development of articulation agreements, and exploring Texas Higher Education Coordinating Board transfer options. Strengthen student access to up-to-date transfer information.
- **Virtual Advisor Hotline Support:** An advisor will be available at on Microsoft Teams to field questions and keep documentation of frequently asked questions.
- **Communication Plan:** Develop a communication plan for student centered outreach, for upcoming internships, scholarship, course planning and continued connection.