

Year 3 Commitment Agreement

Name:

Email Address:

Position:

Department:

PURPOSE OF COMMITMENT

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.

SCOPE OF WORK

Faculty & Staff receiving stipends will complete the following, with a \$100 stipend for facilitation, up to \$500 in year 3 (October 2021 - September 2022):

- Registration Refresher
- Critical Conversations about Advising Topics
- One on One consultations
- Department Meetings
- Enhancing Advising Skills Workshop
- Transfer
- Virtual Advisor Hotline Support
- Communication Plan

SECOND OPTION FOR *FACULTY* ADVISORS

10 hours of proactive advising outreach activities, \$500 stipend upon completion.

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

Year 3 Project SENDA Certified Faculty and Staff Advisors: \$100 stipend per facilitation of sessions listed below, up to \$500 in year 3 (October 2021 - September 2022).

SECOND OPTION FOR *FACULTY* ADVISORS

10 hours of proactive advising outreach activities, \$500 stipend upon completion.

Prior to Facilitating

Meet with Director of Project SENDA and Director of Advising Initiatives to review presentation content. Once reviewed and finalized, facilitator will work with Director of Advising Initiatives on marketing of sessions.

After Facilitating

Submit session attendance sheet to Director of Project SENDA and Director of Advising Initiatives

Stipend Information

Upon submission of attendance sheet, stipend information will be submitted to payroll by Director of Project SENDA.

Session Types

- **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 (Faculty Only):** 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 (Faculty Only):** An advisor will be available at on Microsoft Teams to field questions and keep documentation of frequently asked questions.
- **Communication Plan (Faculty Only):** Develop a communication plan for student centered outreach, for upcoming internships, scholarship, course planning and continued connection.