

NACADA Academic Advising Consultant & Speaker Service

REVIEW REQUEST

INSTITUTION: _____

1. CONTACT PERSON _____

POSITION _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL _____

INSTITUTION TYPE _____ INSTITUTION SIZE _____

Program Reviews can be comprehensive or can focus on a special concern or area. Areas normally considered in a review may include, but are not limited to:

- Organizational Model
- Delivery system models:
advising center, centralized vs. decentralized, faculty vs. paraprofessional, peer, professional
- All processes and procedures
- Advising Special Populations:
Adults, Minorities, Athletes, International Students, Undecided Students, Graduate Students, Students with Disabilities, Academically at Risk Students, First Year Students, LGBT Students
- Orientation
- Training and development
- Assessment process
- Advising Evaluation/Reward
- Mission and goals
- Managing Advising: Services and Rewards
- Advising Material
- Students' view of advising

2. PURPOSE OF THE PROGRAM REVIEW (Please indicate the key areas to be reviewed and be as specific as possible)

3. WHAT ARE THE GOALS AND LEARNING OUTCOMES OF THIS REVIEW?

4. MATERIALS TO BE SUPPLIED TO CONSULTANT PRIOR TO THE VISIT.

5. DATES/TIME FRAME OF REQUESTED CONSULTATION.

6. HOW DID YOU HEAR ABOUT THE NACADA CONSULTANT SERVICE?

Please email completed form to nacada-aacss@ksu.edu