

Advising:

1. Update the advising manual. Come up with a single page summary that outlines the responsibilities of the advisor and the student in the advising process
2. Advisors should send a welcome e-mail to their new advisees once they have been enrolled in classes. This will give them a person to reach out to with any questions they might have as they prepare for Vermont Tech
3. Advisors should make every effort to meet with their freshmen advisees (ideally on Advising Day), but certainly within the first few weeks to outline the responsibilities/roles of the advisor/advisee throughout their Vermont Tech experience and to answer any important questions the student might have.

Retention:

1. Math Recitations: The math department has three years of data for MAT 1311 Pre-Calculus I and will now analyze if the WDF rate improves with the use of recitations.
2. Promoting the use of help sessions in lieu of office hours. A few faculty have done this already and it has been well received by students. Potentially cut tutoring cost?
Question: are there enough rooms available for help sessions?
3. Keep track of why students leave after a semester/year/2 years. This is one of those areas that we really seek "real" data on versus best guess. What are the trends for student attrition? Academics, financial, facilities, personal, etc. Reviewing the trends could help with prioritizing where we should target our limited resources.