



College of medicine
Academic Advisory Unit
Executive plan for academic Advisory
The first semester 1444 – 1445

Duration	date	implementing responsible	Tasks and activities	Reports
First Quarter	20-24/08/2023	Academic Affairs Committee and the Academic Advisory Committee	Orientation Program for new students	Statement of the number of male and female students (179 males) (212 females) freshmen students
	27-31/08/2023	Academic Advisory Committee	<ul style="list-style-type: none"> Distributing students in groups for academic guides, the number of male students: (793) student. The number of female students: (792) student. Sending instructions and directions for the mechanism for implementing the guidance sessions to the academic guides. 	The number of male and female students for each academic supervisor (14-16) for each group
	03/09/2023 continuous	Academic Guidance Committee	<ul style="list-style-type: none"> Submitting reports at the end of the first quarter. Academic guides meeting with their students / two meetings during the first quarter. Follow up on the meetings of the guides with their students. 	<ul style="list-style-type: none"> A summary review of the reports and proposals of academic guides. Handing over two reports on the counselor's meeting with his students and a sign of submission with the academic counseling coordinator.
		Student Excellence Center	A training program for faculty members on (the basics of academic counseling).	Training program attendance
First Quarter	03/09/2023 continuous	Academic Advisory Committee	1- The academic counseling week in the college 2- Following up the reports of the guides on the stalled students and providing the necessary guidance for each case 3- Following up academic guide reports on valedictorians and motivating them. 4- Following up on students 'repeatedly excuses and limiting them	1- Advertising the event via the media. 2- Report on the number of faltering academic performance students. 3- Report of the number of Valedictorians 4- Working to know the reasons of students 'excuses for repeated cases.
		The Psychological Counseling Unit, Collage of Medicine	- A training course for students on strategies to overcome exam anxiety - female Student Department. - Make psychological guidance clinics for two days in the male students department and two days in the Female Student Department	A report on the number of attendees and students questions.
		Student Excellence Center - Academic Advisory	A training program for students on "Organization and time management skills" / male Student Department	Coordination with the academic counseling coordinator in the college.
Second Quarter	22/10/2023 - 24/01/2024	Academic Advisory Committee	The second enlightenment on the importance of academic counseling Follow up the meetings of academic guides with their students 2- Send a reminder of the reports submission dates on the meetings of the guides. 3- Count of academic guides notes	1- The count of present students. 2- Analyzing individual cases reports and developing a plan to address problems. 3- Follow up on what resulted from decisions and notes.
			Work to reduce the number of stalled students and follow up on their cases with academic guides	Reports are submitted to the courses Coordinators and student counselors to follow up cases.
		Academic Affairs Committee	1- Follow-up on academic counseling reports. 2- Follow up on the reports of the Academic Advisory Committee on the stalled students and provide the necessary guidance for each case. 3- Follow up on the reports of the Academic Advisory Committee on valedictorians and motivate them. 4- Following up on students 'repeatedly excuses and limiting them	1- Report on the number of faltering academic performance students. 2- Report of the number of Valedictorians. 3- Working to know the reasons for students 'excuses for repeated cases



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		Academic Advisory Unit - Academic Affairs Committee	A training course for faculty members on academic counseling skills	<ul style="list-style-type: none"> - Report of attendees count. - Feedback.
		Psychological Guidance Unit	1-A training course for students on strategies to overcome exam anxiety - male Student Department. 2- continue to Make psychological guidance clinics for two days in the male students department and two days in the Female Student Department 3- A training program for students on " Time management skills" / female Student Department	1- A report on the number of attendees and students questions. 2- A report on the number of cases received by the Psychological Counseling Unit, the procedures that have been done, and how to follow up with each case.
		Student Excellence Center-Academic Advisory Unit	Measuring students' satisfaction with academic counseling activities	A questionnaire to study students' satisfaction with academic Advisory