

Educational Outreach

NODA External Review Program



External Review

NODA, the Association for Orientation, Transition and Retention in Higher Education can offer colleges and universities quality, affordable external review services that will assess organizational strengths while identifying opportunities for rejuvenation and change.

NODA has over 30 years of history of education, leadership and professional development in the field of college student orientation, transition, and retention. NODA's diverse professional interest shares experience in new freshman/transfer student orientation; family orientation; student leader selection, training and development; parent programs; and retention – using experienced people from inside and outside the field to conduct on-site evaluations for the client.

NODA is committed to providing a cost-effective external review; and are prepared to assess and analyze the institution's particular needs, whether large or small in scale. If a full review of the institution's transition programs isn't necessary, contact the NODA Home Office for additional options and a customizable evaluation.

ORIENTATION, TRANSITION, AND RETENTION

An effective orientation program focuses on creating an *experience* for new students. This experience should introduce *all* students to the educational and extracurricular experiences while providing intentional opportunities to meet and interact with other students, faculty, and staff. Students will be integrated into the intellectual, cultural, and social climate of the institution.

A successful orientation program minimizes families' anxiety by providing information and support. This is the institution's opportunity to demonstrate how it will deliver on the promises that were made during the recruitment phase.

A well-coordinated program draws from units all over campus to provide information on policies, procedures, and requirements to assist students and families to understand the purpose of the institution and their responsibility in the educational experience.

Orientation is the bridge that connects recruitment and retention strategies together. Without an effective orientation program, efforts to bring in the right students into the institution will be jeopardized, as well as the ability to retain them.

OBJECTIVES

Conference call(s): Content Analysis & Review of Existing Processes

Objective: To assess & evaluate existing processes and programs to identify gaps and establish success metrics based on CAS Standards.

Site Visit: Facilitated Focus Groups/ Assessment

Objective: To meet with constituents and participants through a series of focus groups and assessment to identify programmatic and learning outcomes.

Final report

Objective: To provide recommendations (strategies, tactics and program design) for how to demonstrate organizational engagement in the orientation process.

THE PROCESS

- Institution requests consultation
- Institution prepares institutional profile
- Letter of Agreement between NODA and institution is executed
- Institution provides a list of preferred dates
- NODA proposes team members for approval by the institution
- Evaluation team reviews all background material provided by the institution
- Site visits
- Written report created, formatted, and edited
- Written report delivered to institution

NODA is committed to delivering the final written report within 30 days of the second site visit. Payment of the fee and reimbursable expenses is due upon receipt of the final report.

THE INVESTMENT

The fee includes the honoraria for the consultants, meals and incidental expenses, and NODA's fee. The institution is also responsible for travel and lodging, which is included on the final invoice from NODA.

Member Type	2 consultants	3 consultants
Member rates	\$8,000	\$10,000
Nonmember rates	\$10,000	\$12,000

NOT INTERESTED IN FULL REVIEW?

Contact the NODA Association Office for additional options and a customizable evaluation of your institution's orientation and transition programs.

CONSULTATION DETAILS

Below is the detail that would be required from institutions once a consultation is confirmed.

INSTITUTIONAL PROFILE

The following information should be compiled prior to the Letter of Agreement being signed by both parties. This information will assist in identifying the appropriate consultants for the review.

Institution Name

Contact Person Name

NODA Member Name

Contact Person Title

Institution Size: Small (0 – 5,000) Medium (5,001 – 10,000) Large (10,001 +)
Total Undergrad: ____ Total Entering Freshman: ____ Total Entering Transfer: ____

Institution Type (check all that apply):

- 4 year college
- 2 year college
- Technical/Trade School

- Primary Residential
- Primary Commuter
- First Year Live-on Requirement

Orientation Program (check all that apply):

- Reports to Academic Affairs
- Reports to Student Affairs
- Other _____

- Single Day Program
- Multi-Day Overnight Summer Program
- Multi-Day Overnight Welcome Week Program
- Multi-Day Wilderness/ Adventure Program

Program being reviewed (check all that apply):

- Freshman
- Transfer
- Parent

Name of Orientation Program: _____

Program Web Address: _____

Current Resources

Number of Professional Staff: _____

Number of Support Staff: _____

Number of Graduate/Intern Staff: _____

Number of Student Employee Staff: _____

Number of volunteer Student Staff: _____

Annual Operating Budget: \$_____

Source of Income (check all that apply and to what percent):

- General Operating Budget _____%
- Orientation Fee _____%
- First-Year Student Deposit _____%
- Student Activity Fees _____%
- Sponsorships _____%
- Other: *Describe* _____ %

BACKGROUND DOCUMENT LIST

Please provide the NODA Association Office with four (4) binders/booklets of the following background information. Separate each of the following numbered items by a tab or cover page. If information isn't currently available, please note so in the appropriate category.

1. Institution Name
2. Division Name for which orientation reports
3. Division Mission Statement
4. Attach a copy of the Division organizational chart. Please label as the Division of _____ organizational chart.
5. Orientation Department/Program Name
6. Orientation Department/ Program Mission Statement
7. Orientation Department/Program Descriptions

8. Attach a copy of the Department organization chart. Please label as the Department of _____ organization chart and include all staff and volunteer reports (including students and graduate assistants).
9. Departmental/Program highlights and accomplishments
10. Program promotional materials for each program being reviewed. Include any flyers, sample letters and emails, brochures, and web links.
11. Program schedules for each program being reviewed
12. Program evaluations for each program being reviewed
13. Program outcomes for each program being reviewed
14. Orientation Department/Program timeline or calendar for advertisement, recruitment, and implementation of program for each program being reviewed
15. Staff training schedules/agendas and professional development plans
16. Additional supporting material the institution may seem necessary to provide additional insight into the department/program

After the site visit and review, consultants would provide a final report. Below is an example of an outline.

FINAL REPORT OUTLINE (SAMPLE)

- I. Executive Summary
- II. Introduction
 - A. Consultant Bios and Backgrounds
 - B. Purpose, Goals, and Objectives
 - C. Consultant Review at a Glance (Timeline)
- III. Departmental/ Program Profile
- IV. Department/Program Evaluation
 - A. Category 1: Mission
 - B. Category 2: Programs and Services for Stakeholders
 - C. Category 3: Leadership
 - D. Category 4: Organization and Management
 - E. Category 5: Human Resources/ Staff
 - F. Category 6: Financial Resources
 - G. Category 7: Facilities, Equipment, Technology
 - H. Category 8: Legal and Ethical Responsibility
 - I. Category 9: Equity and Access
 - J. Category 10: Campus and External Relations
 - K. Category 11: Diversity

- L. Category 12: Assessment and Evaluation
- M. Category 13: Planning
- V. Major Findings and Recommendations
 - A. Highest Impact Action Items for Improvement
 - B. Action Prioritization
 - C. Action Planning
- VI. Core Values and Concepts
- VII. Staff Profile Form
- VIII. Roles and Responsibilities