

SLC Task List for Advisors

Fall 2013

DEADLINE	TASK	CHECK OFF
10/2/13	Review SLC rubric and expectations with students	
10/10/13	Send invitations to parents, guardians, and guests (recommended RSVP date 10/18/13)	
10/10/13	Update portfolios – including, but not limited to, updating PLPs (graduation tracking, gap analysis, and community service), collecting work samples, and adding artifacts to ‘Who Am I’ tab	
10/18/13	Advisory self-assessment using rubrics, including follow-up conversation with advisor	
10/23/13	Write reflections on goals, work samples, and advisory	
10/18/13	Check-in with students to confirm SLC date and time	
10/25/13	Discuss the SLC agenda with advisory group	
10/25/13	Complete a rehearsal of an SLC with advisory group (if applicable)	
11/8/13	All SLCs are completed	
11/26/13	Complete and submit faculty data surveys	
11/26/13	Debrief the SLC process with advisory group and go over SLC rubric grades with individual students	

The SLC window for the fall is October 28 to November 8