

Meeting Summary: November 10, 2006

Absent: Schickel, Walker

The Advisory Committee discussed agenda items for the Dec 17 brown bag on major change process and timeline (internal transfers).

The committee suggested formation of four working subcommittees:

Training: to develop common materials and procedures for training new advisors, understanding that University College and Department/School advisors will have both common and distinct training needs.

Professional Development: to undertake planning of ongoing professional development for all advisors university-wide.

Technology: to inventory and assess current mainframe and web tools and to suggest future strategies, including electronic files and calendaring through an iCampus advisor tab.

Assessment: to review current assessment practices of advising and suggest future directions.

The Advisory Committee will take as one of its initial charges to review strategies that facilitate effective communication among advisors, administrators, and students (and confront the issue of how we must increasingly communicate with parents). This communication ought to be as a function of shared knowledge of student and advisor responsibilities that could be transmitted in a “mission and expectation” statement.

The committee will develop a web page where agendas and minutes will be available for the Council and its subcommittees.

The committee expressed its willingness for the registration function to be removed from SIAS as four years of students have now registered through iCampus and the technology is proven.

Meeting Summary: December 1, 2006

Absent: Hite

I. Meetings were scheduled for the spring semester every other Friday from 2-3:30 beginning with Friday, January 12. Meetings will be held in Hovey 308.

II. Discussion of committee leadership. Rosenthal indicated that the committee was intended to bring the concerns and suggestions to the attention of University administration. Consistent with that goal, he preferred that someone else assume leadership of the committee. Mark Vegter was elected chair of the committee by acclamation.

III. The Advisory Committee website is now up with membership lists, agendas and minutes. Links will be provided to the Advisement Steering Committee Report (January 2006) and the Recommendations for Undergraduate Advisement at Illinois State University (August 2005) http://www.provost.ilstu.edu/downloads/advisement_taskforce083105.pdf

IV. Review of nominations to committees and charges to committees

The committee reviewed nominations for the various subcommittees and established membership by nominee preference and need for representation. Subcommittees were established as follows:

Subcommittee	First Name	Last Name	email	
Assessment	Jim	Dirks	jedirks	
Assessment	Grace	Johns	gfjohns	
Assessment	Mindy	Kinney	mdkinn2	
Assessment	Amelia	Noel-Elkins	anoelex	Liaison
Assessment	Judy	Peppers	jrigsb	
Assessment	Wendi	Whitman	wjwhitm	
Professional Development	Anjie	Almeda	aalmed	
Professional Development	Megan	Baxter	mebaxte	
Professional Development	Janet	Claus	jlclaus	Liaison
Professional Development	Teri	Farr	tjfarr	
Professional Development	Kathy	Schmidt	kjschm1	
Professional Development	Raz	Steward	rlstew2	
Professional Development	Susan	Woolen	sawooll	
Technology	Daryl	Craig	dnrcraig	
Technology	Krista	Jackson	kmjack2	
Technology	Chris	Knuth	cmknuth	
Technology	Mary	Leung	mwleung	
Technology	Jess	Ray	jdray	Liaison
Technology	Diane	Skidmore	dtskidm	
Technology	Maureen	Smith	masmith	
Training	Brian	Aitken	btaitke	
Training	Allison	Anson	alanson	
Training	Nancy	Baldoni	nibaldo	
Training	Patty	Berndt	pdbern2	

Training	Marty	Greenberg	mbgreen	
Training	Leslie	Harris	laharri	
Training	Diane	Meister	demeist	
Training	Mark	Vegter	mavegte	Liaison

The committee agreed that subcommittees should elect their own facilitators but that each committee should have a liaison to the advisory committee. That liaison will be responsible for reporting back to the advisory committee, will be responsible for convening the initial subcommittee meeting and relaying the charge. Terms on the subcommittee will be for one calendar year (Jan-Dec) and renewable.

There followed considerable conversation on committee charges:

All subcommittees will be charged with reviewing the Advisement Steering Committee Report (January 2006) to provide background and a baseline for action. All subcommittees will elect a facilitator and will determine ongoing procedures, including committee composition. All subcommittees will determine their objectives, provide periodic updates, including progress reports and recommendations. All subcommittees should seek the advice of campus "experts" in a consulting role. For example, the Director of the University Assessment Office might be invited to an Assessment subcommittee meeting to consult on best practices and planning process. All subcommittees are requested to consider the fact that advisement models vary considerably across campus and that not all models (eg. distributed faculty advisement) or units are represented in each subcommittee.

Specific charges are as follows:

Training for new advisors: Review existing advising mission, goals and training materials. Poll first- and second-year advisors to determine gaps in current training. Develop common materials and procedures for training new advisors, understanding that University College and Department/School advisors will have both common and distinct training needs. (Coordinate activities with Professional Development Subcommittee.)

Professional Development: For an audience of experienced as well as new advisors, assess which topics are of concern, what updated policies / procedures need to be disseminated, what topics might be of general interest for "brown bag" forums, etc. Undertake planning of ongoing professional development for all advisors university-wide. (Coordinate activities with Training Subcommittee.)

Technology: Inventory and assess current mainframe and web tools, review recommendations of the Advisement Steering Committee Report, make recommendations to the Advisory Committee on technology priorities, understanding that implementation will require time and resources that may not be immediately available.

Assessment: Review current assessment practices of advising and suggest future directions.

V. Contributions to a mission and expectation statement were deferred to the next meeting. Amelia Noël-Elkins will provide a summary of the mission / vision statement from the

Recommendations for Undergraduate Advisement at Illinois State University (August 2005) report. Other committee members have various other documents to review.

VI. Other business: Jess Ray mentioned that the spring 07 Registrar's Calendar will be forthcoming and will change format just a bit to allow it to include more categories of items.