

Professional Development Committee

Minutes from January 13, 2010

Members in attendance:	Amelia Noel-Elkins, Jennifer Frobish, Terri Farr, Kathy Schmidt, Susan Woollen, Melissa Moody, Mark Vegter
Absent Members:	Raz Steward, Kerri Fuller
SPRING ADVISOR DAY 2010 UPDATE	<p>Tom Grites has been fully confirmed and arrangements have been made between COE, Jon Rosenthal, and Mark as to who is responsible for him at what times.</p> <p>Committee will be having dinner with Tom on Thursday, January 28th at 6:30pm. Kathy has made reservations at Biaggi's.</p>
Spring Advisor Day 2010: Registration	<p>Melissa is sending an email reminder for registration to all advisors.</p> <p>We currently have 68 attendees. Anticipating a final count around 100.</p>
Spring Advisor Day 2010: Logistic	<p>The deadline for receiving materials for folders is January 22nd. All materials need to be delivered to COB 129.</p> <p>Folder stuffing will take place on January 28th at 3pm in COB 128.</p> <p>Materials to be included in folders will be . . .</p> <ul style="list-style-type: none"> Agenda (Jennifer will copy) Bio Sheets (Jennifer will copy) Thank you page (Jennifer will copy) Post-Its and pens (Amelia will provide from UCollege) iTransfer pens (Kathy will get from COB) Evaluations (Melissa will create and copy) Presenter materials (each facilitator will work with their presenters) iTransfer portfolios, bags, pens (Raz)
February Session: OASIS Training	<p>We changed our February professional development session upon special request. IWSS is rolling out aPortal/OASIS by Advance Registration and would like to train advisors.</p> <p>February 17th from 2-4pm in COB 430 OASIS Training (Melissa will email an update and subsequent reminders)</p>
March Session: Common Reading	<p>This session will be Tuesday, March 16th from 2-4pm. We are searching for a location.</p> <p>Jennifer will email Melissa the pdf files to be sent to advisors.</p>
April Session: Advisor Spring Break	<p>This session is being presented by Nikki Bauer from Wellness. It will be held on April 22nd from 2-4pm in the 3rd West Lounge of the Bone.</p> <p>We are considering yoga at your desk, guided relaxation, massages, etc. The only concern at this point is potential cost for massages.</p>
May Session: iCampus Changes	<p>Given the new soft rollout of iCampus in the spring and the intended debut of this program during Preview, we are hoping to have a session for advisors that covers the changes. Date, time, and location are TBA.</p>

June Session: NACADA Training video	<p>We are moving the NACADA video from February to June, in time for new advisors to participate.</p> <p>We are considering June 21 and 23, but that has yet to be determined, given room reservations.</p>
Meeting Times	<p>Our meeting location has been moved to COB 128. Meetings take place from 10-11am. The following dates have been set:</p> <p>January 27th February 10th February 24th March 10th March 24th April 7th April 21st May 5th May 19th</p>