

Professional Development Committee

Minutes from December 9, 2009

Members in attendance:	Amelia Noel-Elkins, Jennifer Frobish, Terri Farr, Kathy Schmidt, Kerri Fuller, Susan Woollen, Melissa Moody, Mark Vegter, Raz Steward
Mission Statement Updates	<p>As the committee began planning the poster for the CTLT Symposium, we realized our mission statement did not reflect our new training responsibilities. Additionally, it was decided that in order to demonstrate how we fulfill our goals and objectives, we would build our programs into the objectives.</p> <p>Changes to the mission statement were presented to the entire committee and approved. Amelia will present this change to AAAC.</p>
CTLT Poster Session	The first draft of our committee's poster was presented to the entire group. Small changes were suggested and will be worked on by Jennifer.
Spring Advisor Day 2010: Logistics	<p>Ryan Gray has agreed to update the website that exists for the PDT committee. It will contain details about SAD and will allow online registration.</p> <p>The RSVP deadline has been set at January 22, 2010.</p> <p>Moe's has been confirmed for lunch. They will provide a nacho and taco bar for up to 100 people.</p> <p>Campus Dining will provide beverages in the morning, a morning break with cookies and drinks, and drinks at lunchtime.</p> <p>Janet will do nametags again.</p> <p>Melissa will do the evaluation again.</p> <p>Mennonite is providing folders again. UCollege will be supplying notepads and pens. Kathy has a box of iTransfer pens to provide. Jennifer will do note pages again. Kathy and Jennifer will organize stuffing folders in COB.</p>
Spring Advisor Day 2010: Agenda	Terri presented the agenda for final approval of the committee. Jennifer will take the committee's version and create an agenda to be put out on the website and to be stuffed into participant folders.
Spring Advisor Day 2010: Sessions	<p>We are having four panel presentations, centered around transfer students. Committee members are serving as facilitators for these panels and have been confirming their guests.</p> <p>Each facilitator will email their guests for the following:</p> <ul style="list-style-type: none">• Tech needs• Handouts (will need 100 sent to Kathy or Jennifer for stuffing)• Electronic copies of powerpoints for distribution• Brief bio (4-5 sentences) for the folders <p>Mark will work to obtain a bio sheet for Tom Grites.</p>

February Session: NACADA Training	<p>We will be showing the NACADA Training video on February 15 and 22 from 9-11am.</p> <p>Kathy will be trying to book the Executive Classroom in the COB. If that is unavailable, we will use CTLT as the back-up.</p>
March Session: Common Reading	<p>We have selected <i>Strengths-Based Advising</i> as our article to use for our first common reading. Along with the article, the committee will provide a key point handout that was written by the author and can be used as a study guide, as well as a handout that provides conversation starters and will serve as our practical application of the reading.</p> <p>This session will be Tuesday, March 16th from 2-4pm. We are considering the Faculty/Staff Commons as our location.</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.</p> <p>Terri will work with Ryan Gray of the Technology Committee to determine what information can be shared with advisors now (via email) and what would be better suited for a presentation.</p>
June Session: Study Skills and transition assistance	<p>Susan raised the concern that we continue to see students with poor study skills and time management skills, and as advisors, we often discover this issue but aren't sure how to immediately support them.</p> <p>A discussion occurred around the idea of sponsoring a session with the Visor Center. During this session, advisors would learn some tips and skills that could help to alleviate the student's stress immediately, while also helping to refer them appropriately to Visor.</p>
Meeting Times	<p>The CTLT Poster Group will meet on Tuesday, December 15th from 8:30-10am in COB 128.</p> <p>The PDT Committee will reconvene on not sure. 😊</p>