

**Professional Development and Training Committee**

**Meeting Minutes 2/4/09**

Agenda item	Discussion/Action
Members Present  Members Absent	Teri Farr, Melissa Moody, Jennifer Frobish, Raz Steward, Susan Woolen, Kathy Schmidt, Kerri Fuller, Mark Vegter, Amelia Noël-Elkins.  Kerri Fuller
Secretarial responsibilities	Melissa Moody 2/4/09. It was discussed that a volunteer will be needed for each meeting to take minutes and post them to the website.
Training items for committee	Plans for the training committee include sharing of the U-College matrix and other training materials to that for all campus advisors to access. There will be a link to each college/dept. for specific training items pertinent to each individual program. Information useful to all campus advisors will be shared through this Wiki allowing edits to be made my each dept/college. University College will maintain the Wiki.
Committee mission statement	Will talk with Anjie Almeda regarding what has been done so far with creating a committee mission statement.
Scheduled P/D & Training session topics	<p>Thursday, Feb. 26<sup>th</sup> 2 – 3:30PM at Vrooman 108. Wendy Troxel will work with advisor to develop learning outcomes based on the University Advising Mission statement. What are learning outcomes, how do they apply, how do we create them, how are they tied to assessment and how they tie into a syllabus.</p> <p>Wednesday, March 25<sup>th</sup> 2:30 -4:00PM. Wrap up from fall 08/spring 09 sessions; discussion of the Advising Mission statement, the creation of learning outcomes, and how this transitions into the University Advising Syllabus. Assessment and Syllabus committee members will asked to participate. Mark Vegter has emailed the Syllabus Committee to request their presence in our next planning meeting on Feb. 18<sup>th</sup>.</p> <p>Tuesday, May 5<sup>th</sup> 9:30 – 11:00AM. Update from Assessment committee. Preview of the Wiki. Preview and Passages sharing session to present fun ideas to other advisor to spruce up summer sessions (Mary Jo can guide us on which dept’s get good reviews in Preview). 75 hour rule.</p>

	<p>Transitional Advising program – this information will be added to the Wiki.</p> <p>Potential future topics: EMAS present on what departments do for oversubscribed majors; Develop advising portfolio; Strength based advising document</p>
Other topics discussed	<p>Fall Advisor Day potentially changing format – fall session would be for updates and spring session for development. Jon R. mentioned a possible alumni keynote for the next FAD and the possibility of this keynote co-sponsoring FAD. The alum is an expert on transfer students.</p> <p>Amelia made mention of a new UCollege process called the Transitional Advising Program. They will unveil this program to campus in late spring. Kerri Fuller will be in charge of this program. The program is designed to assist students in a transitional state.</p>
Volunteers for projects	<p>It was suggested that when we need assistance with programming or planning an event, we can open it up to non-members and request volunteers. People may be interested in helping but not interested in serving on a committee.</p>
Next meeting	<p>Wednesday, Feb. 18<sup>th</sup>. 10-11AM in SCH 332.</p>