

**Professional Development Committee
Minutes from March 18, 2009**

<p>Members in attendance</p>	<p>Terri Farr, Raz Steward, Kathy Schmidt, Mark Vegter, Jennifer Frobish, Susan Woolen, Kerri Fuller, Amelia Noel-Elkins</p>
<p>Members absent:</p>	<p>Melissa Moody</p>
<p>3/25 session discussion</p>	<p>Have not received any further communication from the Syllabus Committee so we assume they are set to follow up to Wendy's 2/26 session. Will take place on 3/25 from 2:30-4:00 in SCH 214.</p> <p>Raz is finishing up the learning goals from U. of Arkansas – Fayetteville and is making them fit into Wendy's guidelines. These will be briefly explained as examples to help people frame their own learning objectives.</p> <p>For the session, our agenda is as follows:</p> <ul style="list-style-type: none"> • Overview of the process (Melissa) • Univ. of Arkansas example (Raz) • Generating actual outcomes, based on what people worked on during Wendy's session. Our goal is to actually create a standard set of learning outcomes that will be presented to AAAC the following day and approved. (Terri) • Moving forward and what we've done so far (Grace) <p>Terri will email the entire Syllabus Committee regarding speaking time at the session.</p>
<p>AAAC Meeting Update from Mark</p>	<p>Google Maps received plenty of feedback from campus. There were several departments left off of the original map. There was quite a bit of positive feedback though, as it seems most people agree this system is much nicer than our current campus map system.</p> <p><i>BUDGET</i></p> <p>There is approx. \$1200 left in the AAAC budget, and a large portion will go to advertising Sophomore Transitions Week, which is set to take place April 20-24.</p> <p><i>ASSESSMENT</i></p> <p>The assessment group is moving onto student focus groups, following the surveys of advisors and departments chairs. The committee worked through SGA to find students, although we aren't sure of the exact process. Also worked with the Assessment Office to determine what questions to ask, etc.</p> <p>A question was raised about survey information and when it will all be shared with campus. As far as we know, there are differences between what department chairs assume we do and what we actually say we do.</p>

	<p>We would like to know the actual perceptions.</p> <p><i>TECHNOLOGY</i></p> <p>Online conference notes program is about 60% done! Will help us with cross-departmental communication, as students change departments and move between U College and their major.</p> <p>We will have to consider training opportunities in the future, as that project is completed.</p> <p>The Tech group is also working to make sure advisors have access to student pictures so that as they are holding appointments, they can quickly glance at the picture and recognize the student more easily.</p>
<p>Fall Advisor Day 2009: Logistics</p>	<p>Kathy will be checking in COB availability very soon.</p> <p>Melissa will ask the Alumni Center about using their facility. AAAC preferred that location, and if we were charged, they could help cover cost. We don't expect to be charged during business hours though.</p> <p>As far as budget, our numbers really depend on whether or not ROTC participates and if COE will cover the speaker. We may get off cheap. We will estimate our numbers around 70 people though.</p>
<p>Fall Advisor Day 2009: Topics, Part Deux</p>	<p>Still on the table . . .</p> <ul style="list-style-type: none"> ★ Updates from Committees. ★ Invite YearOne coordinators, Danielle Lindsey and Danielle Miller-Schuster to begin the day by discussing YearOne Initiatives and how those will impact advisors. ★ From there, we would ask Grace to provide information regarding the learning outcomes that her committee has created and the direction that is providing for an advising syllabus. ★ Our next session would allow John Walker to share the College of Fine Arts pilot program on advising assessment. ★ Tom Grimes, keynote speaker <p><i>NEW TOPIC:</i> We would like to discuss the Common Reading Program and how departments have approached this. Ron Gifford from History would be a good presenter, as he has implemented this program and has success with it.</p> <p>We continued our discussion on veterans and students in the military. We definitely want to cover this topic in some fashion.</p> <p>Amelia was able to share that a committee has already formed on campus with the charge of determining how to best serve this population of students. They will be tweaking already-existing services to help these students, making sure there are contacts in appropriate departments.</p>

	<p>Following her update, we determined it is still best to provide information on what role advisors may play within these students' educational careers. We did have a good discussion on the developmental/emotional issues these students will have to deal with and what role we will play in helping them cope. With post-traumatic stress disorder being prominent among returning soldiers, we determined we need to have a basic understanding of how to support them and where to guide them. We also would like guidance on how to support students who are being deployed. Because this is such a large topic, we would like to host a session in September with this focus.</p>
Next Meeting	<p>April 1st from 10-11am in SCH232 – HAPPY APRIL FOOLS DAY!!!!</p> <ul style="list-style-type: none">★ Budget proposals for FAD and SAD★ SAD/SAP/SAC/SAS themes