

## Professional Development Committee

### Minutes from March 24, 2010

<b>Members in attendance:</b>	Jennifer Frobish, Terri Farr, Susan Woollen, Kerri Fuller, Raz Steward, Kathy Schmidt, Amelia Noel-Elkins, Lindsay Soliman
<b>Members Absent:</b>	Mark Vegter, Melissa Moody, Lisa Fant Lawless, Heidi Verticchio
<b>WELCOME!</b>	We welcomed three new members to our team. Welcome to Lindsay Soliman (COM), Heidi Verticchio (CSD), and Lisa Fant Lawless (UC).
<b>Mission and Goals</b>	We completed the review and edit of our Mission and Goals. Jennifer will email these to the committee for approval and final changes. Feedback is needed by Tuesday, March 30 <sup>th</sup> at 4:30pm. Amelia will present the new document to AAAC on Thursday, April 1.
<b>Advising WIKI</b>	<p>We determined that Raz, Kerri, and Lisa will continue our efforts on developing the Advising WIKI to be a handbook for new advisors.</p> <p>We decided it might be appropriate to just create a “New Advisor” tab within the WIKI.</p>
<b>Common Reading</b>	<p>The first Common Reading program seemed to be a success, despite the low numbers.</p> <p>Raz shared an article with us that could serve as a Common Reading Experience for advisors. Jennifer has scanned the document, which will be reviewed by the committee.</p>
<b>Advisor Spring Break</b>	<p>April 21<sup>st</sup> from 2-4pm in the BSC 3<sup>rd</sup> Floor East Lounge</p> <p>Nikki provided updates on the program. BRAVO NIKKI! She has done an outstanding coordinating this event.</p> <p>2:00 – 2:30pm      Meditation/Yoga at Your Desk/Deep Breathing  2:40 – 3:10pm      Nutrition and Cancer Prevention with Diane Feasley  3:15 – 4:00pm      Holistic Stress Management/Ergonomics with Nikki</p> <p>Because of the nature of the event and the food being provided by committee members, we are requesting RSVPs. Kerri created a Google doc form that is AMAZING! It was emailed to the listserv and already has had 8 RSVPS! ☺  <a href="https://spreadsheets.google.com/viewform?formkey=dHF1bnFaUFd6bV9qX19PbFhOVIVYYVE6MA">https://spreadsheets.google.com/viewform?formkey=dHF1bnFaUFd6bV9qX19PbFhOVIVYYVE6MA</a></p> <p><b>Food Sign Up . . .</b>  Raz = trail mix  Terri = fruit  Kerri = V8  Kathy = bottled water  Jennifer = veggies</p>
<b>Fall Advisor Day 2010: Logistics</b>	<p>Potential date: Tuesday, August 17<sup>th</sup>  Potential time frame: 8am – noon  Potential Location: Alumni Center <b>(Jennifer will reserve this space)</b></p>

<p><b>Fall Advisor Day 2010: Topics</b></p>	<p>We hope to reach out to President Bowman and request that he serve as our “keynote” over the breakfast period. In the past, there has been a stronger connection between academic advisors and President Bowman. We would like to reconnect. <b>Kathy is reaching out to Einstein Bros. Bagels for breakfast options. Mark will reach out to President Bowman.</b></p> <p>We are considering using this opportunity to officially roll out the Advising Syllabus, but we would like to offer sessions that complement the topic and show how to use it. <b>Terri is checking the status of the syllabus and making sure this can serve as the official roll out.</b></p> <p>We would like to talk about how departments can expand on the document, creating their own learning objectives and ways to evaluate their outcomes.</p> <p>We hope that members of the Syllabus Committee can begin working with their U College liaisons to develop a relationship and team approach to the syllabus. We could then do small group breakouts to talk about how those individuals connected, worked together to adjust learning outcomes, and how they have moved forward. <b>Over the summer, Jennifer will attend a UCollege Staff Meeting to talk more about our goal for FAD and to recruit volunteers for our breakouts.</b></p> <p>We would like to tie in the Visor Center somehow. How do we carry our outcomes forward?!</p> <p>We could invite faculty members to FAD to look at the syllabus and talk about partnerships between advisors and faculty.</p>			
<p><b>Future Sessions</b></p>	<p>April 22<sup>nd</sup></p>	<p>2-4pm</p>	<p>BSC 3<sup>rd</sup> Floor East Lounge</p>	<p>Advisor Spring Break</p>
	<p>May 5<sup>th</sup></p>	<p>2-4pm</p>	<p>University Galleries</p>	<p>Townhall Meeting</p>
	<p>June 21<sup>st</sup> and 23<sup>rd</sup></p>	<p>9-11am</p>	<p>SCH 214</p>	<p>NACADA Training Video</p>
<p><b>Next Meeting Time</b></p>	<p>April 7<sup>th</sup> from 10-11am in SCH</p>			