

Professional Development Committee Meeting

Date: 3/25/08

Present: *Angie Almeda, Teri Farr, Janet Claus, Marty Greenberg, Raz Steward, Kathy Schmidt, Melissa Moody.*

Absent: *Susan Wollen*

QMF training update- Dates are set for QMF training (4/28 & 5/1). Bill Self will be in charge of content design and facilitating the training. Training will be introductory through intermediate level for both program dates. Angie constructed the information email that will be sent to advisors.

Fall Advisor Day – August 12th.

Facilities:

Kathy Schmidt checked College of Business space availability and dining space near COB. No dining space was available near COB. Kathy priced rooms at BSC for the conference lunch. The Circus Room and Old Main are available for approximately \$150. Catering cost would be approximately \$1200. Committee determined that Schroeder hall would meet the needs of the conference and dining could be arranged at BSC. Teri Farr reserved conference space in Schroeder Hall.

Conference schedule and confirmed facilities:

8:30 – 9:00 a.m.- Check-in at 1st floor center lounge area in SCH hall

9:00 – 9:15 a.m. -Announcements – SCH 244 (holds 88)

9:15 – 10:15 a.m. – Key note speaker – SCH 244

10:30 – 11:30 a.m. – 2nd speaker – SCH 244

11:30 a.m. – 1:00 p.m - Lunch at BSC

1:15 – 2:15 p.m. – break out sessions (2 concurrent) – SCH 204 (holds 40) /
206 (holds40) / 212 (hold 50) / 214 (hold 50)

2:30 – 3:30 p.m. – break out sessions (2 concurrent) – SCH 204/ 206/ 212/ 214

Keynote speakers discussed:

Jane Drake- Temple

Kathy Byarski – IUPUI – Scholarship of Academic Advisors

Pat Fulson – U of Iowa – Training and Development

Wendy Troxyl- ISU – Research in Academic Advising and Assessment

Becky Ryan – Madison – Story telling in advising to explain, enlighten and teach

Dana Zahorik – WI - Values in advising/ Values Clarification

Committee voted to determine preferred Keynote –

Becky Ryan was first pick.

Kathy Buyarski, second.

Dana Zahorik, third.

Angie and Kathy will make contacts to see who would be available as keynote and break out session speaker. The plan is to offer an honorarium of \$500 plus expenses.

Raz will contact Wendy Troxyl to see if she would be available as a break out session speaker.

Committee discussed the need to know the budget we have to work with prior to contacting the keynotes. Janet Claus will contact Mark Vegter and Jon Rosenthal to request a budget allowance for the conference. The committee is proposing an allowance of \$2200.

\$1200 lunch

\$150 dining space in BSC

\$500 + expenses for keynote

Next Professional Development session – April 23rd, 2:30 p.m. – 4:00 p.m. in SCH 242. Session topic is Advisor's Use of Blackboard. Melissa will contact Mayuko at CTLT to present the functions of Blackboard. Marty Greenberg will contact Mary Leung to speak on an advisor's use of Blackboard.

3/26/08 mm