

## Professional Development Committee

### Minutes from June 16, 2010

<b>Members in attendance:</b>	Jennifer Frobish, Teri Farr, Amelia Noel-Elkins, Kathy Schmidt, Susan Woollen, Raz Steward, Lindsay Soliman, Mark Vegter
<b>Absent:</b>	Kerri Fuller, Lisa Fant Lawless, Linda Ellerman, Heidi Verticchio,
<b>Budget Proposal</b>	Jennifer is unable to attend AAAC on June 18 <sup>th</sup> so Amelia will present our budget proposal. Very simple and somewhat vague at this point, but we'd like to make them aware of FAD and SAD and the potential spending.
<b>NACADA Training Video</b>	<p>We are on for June 21 and 23 from 9-11am in SCH 214. CTLT was not available.</p> <p>Teri, Mark, and Jennifer will facilitate and are splitting the questions. Will simply do 1-5 on June 21 and 6-10 on June 23.</p> <p>Amelia is approaching UC Athletics and TRIO Advisors to attend and support the conversation, specifically with those scenarios.</p> <p>Jennifer is emailing Jess Ray for his official stance on how to handle advisor error.</p> <p>Jennifer will get handouts made of the NACADA Core Values and also a handout on how to register as a member, etc.</p>
<b>CTLT Library</b>	<p>CTLT is amazing.</p> <p>Chasity Logan is our contact for the Library. Materials can be sent over at anytime, but we will use the August 5<sup>th</sup> Common Reading as our big push. Materials can be mailed to Campus Box 6370 though or walked over, and they need to be marked somehow if they cannot leave the CTLT building. Jennifer will put out an announcement on the listserv about the library.</p> <p>We are officially a Teaching/Learning Community. This provides us a \$200 budget for purchasing materials, all sessions we host in CTLT will have snacks, and our events will be online through CTLT's registration system. Will be logged and documented!!!!</p> <p>Jennifer will use the Google Doc for the NACADA Videos, but after that, we will use their registration system. Jennifer will see about moving future sessions over there.</p> <p>We have named the new library. It will be the Patty Berndt Academic Advising Resource Library. We will collect materials over the next few months and officially dedicate the space in November.</p> <ul style="list-style-type: none"><li>• Raz will be chatting with Sally about maybe having CAS do something for the library.</li><li>• Mark will be touching base with Jonathan about asking Deans to donate to the library.</li><li>• We will invite her husband to our November Common Reading.</li><li>• Teri is going to look into having our new library noted in the ISU Reporter.</li><li>• Teri and Amelia will announce this news to AAAC on Friday.</li><li>• Teri will chat with SWK department chair about our intentions.</li></ul>

<b>Common Reading</b>	"Academic Advising in the New Global Century" is our next article for August 5 <sup>th</sup> . Will meet 9-11am in CTLT Commons. Will advertise through listserv and request that people bring materials for the library to this event.			
<b>Training Sub-Committee Updates</b>	<p>The committee, minus the UC folks, are meeting June 16<sup>th</sup> to start talking about how to move forward.</p> <ul style="list-style-type: none"> <li>• Will identify topics and materials that need to be on the WIKI ASAP.</li> <li>• Will develop an OASIS document by October.</li> <li>• Will work to involve advisors across campus in the development of materials.</li> <li>• As they move through individual topics, they will slowly form a handbook.</li> <li>• Will utilize Abby Reel from UC since she a tech whiz. ☺</li> </ul>			
<b>Potential Session Topic</b>	Amy Roser shared an idea on learning to identify signs for learning disabilities and how to work with Disability Concerns on referrals, etc. Will build this into a session because it would be good to know what our obligations are and what best practices are out there for identifying students and getting them support.			
<b>Fall Advisor Day 2010</b>	<p>Still on September 1<sup>st</sup> in the morning at Alumni Center.</p> <p>Einstein Bros. cannot cater due to contract limitations. Kathy will be touching base with ROTC to see how much they spent last year and will look into Panera or ISU Catering.</p> <p><b>WE WILL FOCUS ON FAD AT OUR NEXT MEETING! BRING THE THINKING CAPS. ☺</b></p>			
<b>FALL SESSIONS!!!</b>	August 5 <sup>th</sup>	9-11am	CTLT	Common Reading
	September 1 <sup>st</sup>	8-12	Alumni Center	FAD
	October 12 <sup>th</sup> (hopefully!!!)	TBD	CTLT	WIKI Training and OASIS
	Week of November 15 <sup>th</sup>	TBD	CTLT	Common Reading: NACADA article on professionalism <b>DEDICATION OF THE LIBRARY</b>
	Finals Week	AM	Visor Center	Visor Center Field Trip and Town Hall Meeting
<b>Future Meeting Times</b>	<p>June 30<sup>th</sup> from 9-10am in Fell 446  July 14<sup>th</sup> from 9-10am in Fell 446  July 28<sup>th</sup> from 9-10am in Fell 446  August 11<sup>th</sup> from 9-10am in Fell 446  August 25<sup>th</sup> – we will probably switch back to 10-11, but we will stay in Fell 448.</p> <p>These have been sent out to the committee via Outlook as a meeting request.  WOOHOO!</p>			