

**Professional Development Committee
Minutes from July 14, 2010**

Members in attendance:	Jennifer Frobish, Teri Farr, Raz Steward, Mark Vegter, Linda Ellerman, Lindsay Soliman	
Absent:	Kerri Fuller, Lisa Fant Lawless, Amelia Noel-Elkins, Kathy Schmidt, Susan Woollen	
Training Sub-Committee Updates	<p>Concerns were raised about folks not getting the message from the DASAC listserv. The sub-committee has not received anything from folks either. Raz is sending a note out over the regular Advising Listserv, specifically targeting department training, and requesting that materials be to her by July 27th.</p> <p>The sub-committee will meet on July 28th over the lunch hour.</p>	
Library Updates	<p>Amelia was not in attendance so we are uncertain as to how is paying for the plaque, etc.</p> <p>Jennifer is going to do some digging through the NACADA Resources page to start creating a wish list to present to AAAC on Friday., and she will consult the folks at Milner to determine what we already have subscriptions to. She needs help though . . .</p> <ul style="list-style-type: none"> • Mark is going to email the committee by Friday with what materials AAAC has already purchased. • Everyone should send a few ideas to Jennifer via email by Friday. Materials don't have to be NACADA specific! Anything Student Development/Career Advising/etc. 	
NACADA Grants	<p>Teri noticed that the call for NACADA Region V Grants is due tomorrow! Jennifer had not yet seen this information. Based on the criteria, Jennifer will be cranking out a proposal by end of day tomorrow. We are focusing on the library and the common reading program. We may be awarded up to \$500.</p> <p>Information regarding the national NACADA grant has not been put out yet.</p>	
Fall Advisor Day 2010: Logistics	<p>Confirmed for September 1 from 8-1 in Alumni Center.</p> <ul style="list-style-type: none"> • Jennifer will be asking Melissa if Nursing can donate folders again this year. • Amelia and UC can provide pens. • We will be asking Debbie to print nametags again. • Jennifer will get agendas and notes pages copied. • Presenters should provide handouts to COB 129 by August 26th. 	
Fall Advisor Day 2010: Program	Our schedule is as follows:	
	8:00am	Check-in/Breakfast
	8:30am	President Bowman (HE IS CONFIRMED!!!!!!)
	8:50am	Introductions/Recognition of new advisors and retiring advisors
	9:00am	Committee Updates (Mark will request these of committee chairs)
9:30am	<p>University Updates</p> <ul style="list-style-type: none"> • Jess Ray will be there for the Registrar. • Jon is attending for EMAS. • Barb Dallinger will provide Passages updates. 	

		<ul style="list-style-type: none"> • Mary Jo is attending for Orientation but will focus on Transfer Transitions. • Playing phone tag with Julie Prianos for iCampus. • Will ask John Davenport to attend for DOS updates.
	10:30am	BREAK
	10:45am	Syllabus information from University College <ul style="list-style-type: none"> • Jennifer contacted Wendi and Maggie. Will follow up and further explain our intentions.
	11:00am	Mark and Maggie (No updates)
	11:30am	FYE Conference information (Kathy and Nuusa)
	11:45am	Tech Time <ul style="list-style-type: none"> • A message went out over the listserv. • We are planning for Abby Reel to chat about Snaps and Google Forms (Jennifer will ask her), Cathy McKay about online scheduling, and Ryan Gray about waiting list processes.
	12:30pm	Closing Remarks/Evaluations
2010-2011 Sessions	The committee has received feedback from AAAC and has considered topics for the coming year. Below is a tentative schedule. Items that are in bold are confirmed.	
	August 5th	9-11am CTLT Common Reading
	September 1st	8-12 Alumni Center FAD
	October 12th (hopefully!!!)	9-11am CTLT WIKI Training and OASIS
	Week of November 15 th	TBD CTLT Graduating a Student in 4 Years
	First week of December	TBD CTLT Common Reading: NACADA article LIBRARY DEDICATION
	December 16th	9-11am Visor Center Visor Center Field Trip and Town Hall Meeting
	January	TBD Alumni Center Spring Advisor Day
	The following topics are potential spring topics and have yet to be schedule . . .	
	<ul style="list-style-type: none"> • Disability Concerns <ul style="list-style-type: none"> ○ Identifying potential clients, reporting obligations, how to arrange accommodations • Conflict Management and Resolution/Crisis Management <ul style="list-style-type: none"> ○ Include John Daveport and Jan Paterson to provide information on DOS and Dean on Duty ○ Include Police Department on emergency plans ○ Will cover how to diffuse hot situations ○ Development of emergency plans for departments • NCAA Requirements and Advising Must-Knows 	
Future Meeting Times	July 28 th from 9-10am in Fell 446 August 11 th from 9-10am in Fell 446 August 25 th – we will probably switch back to 10-11, but we will stay in Fell 446. These have been sent out to the committee via Outlook as a meeting request. WOOHOO!	