

Professional Development Committee

Minutes from August 11, 2010

Members in attendance:	Jennifer Frobish, Teri Farr, Linda Ellerman, Lindsay Soliman, Lisa Fant Lawless, Amelia Noel-Elkins, Kathy Schmidt, Kerri Fuller, Susan Woollen, Mark Vegter
Absent:	Raz Steward
Training Committee Update	<p>The training committee met and reviewed the OASIS document that BITS provided. They are tweaking it to make it more user-friendly and less technical. They are also breaking it out by UC Advisor versus departmental/school advisor since the two groups would have different needs and abilities within OASIS.</p> <p>The committee has created the table of contents for the training manual.</p>
Common Reading	<p>Kudos to Linda on facilitating!</p> <p>Thanks to all who attended!</p>
Library Updates	<p>We have materials! Thank you University College Advisors and Becky Mentzer from Honors!</p> <p>We will be asking folks to bring donations to FAD again so that we can continue to build this resource.</p> <p>At Lisa's suggestion, we will move the Herb Sanders Award plaque to the library.</p> <p>Jennifer has researched plaques. Hoping to come in under \$100 for a price, but Jennifer will be meeting with Twin Cities Awards to look at options.</p>
Fall Advisor Day 2010: Logistics	<p>Confirmed for September 1 from 8-1 in Alumni Center in room 116.</p> <p>Registration website is in the works. Ryan Gray is able to update our website, and Jennifer has emailed information to him. The web address will be available through AAAC's website.</p> <p>Registration deadline will be August 26th.</p> <p>Door prizes!!!</p> <ul style="list-style-type: none">• COB will be donating a State Your Business hoodie and tshirt.• COM is donating portfolios.• Health Sciences is giving us whatever we'd like.• AAAC is possibly donating a NACADA Regional Conference registration. Amelia will email the AAAC members to see how they feel about it.• Teri is asking if we can get a Wellness Pass. <p>Goodies for attendees . . . University College is providing the pens and what not. Raz is checking to see if we can get Reggie pins for everyone.</p> <p>After our August 25th meeting, we will stuff folders. Please have all handouts and materials sent to Fell 322 to the attention of Janet Brown!</p>

Fall Advisor Day 2010: Program Noted in bold and red next to each piece is who will be “running” that portion of the program. ☺ Let me know if you think it’s ok.	8:00am	Check-in/Breakfast (Raz and Susan)			
	8:30am	President Bowman (Mark, can you intro him?? Should Jon?)			
	8:50am	Introductions/Recognition of new advisors and retiring advisors (Jennifer)			
	9:00am	Committee Updates (Jennifer will ask all chairs to the front)			
	9:30am	University Updates (Teri, can you intro these folks?) <ul style="list-style-type: none">• EMAS (Jon)• Registrar (Jess Ray)• Dean of Students (John Davenport)• Passages (Barb Dallinger)• Career Center (new director)• iCampus (Julie Prianos)			
	10:30am	BREAK			
	10:45am	University College Updates (Does a UC Advisor want to intro them?) <ul style="list-style-type: none">• Liaison Information/Special Populations Advisors (Wendi)• Transfer Transitions (MJ)• Syllabus Rollout (advisor yet to be determined)			
	11:15am	NACADA/ILAAA/Regional NACADA/etc Updates (Mark for updates and Lindsay to explain the survey to everyone)			
	11:30am	FYE Conference information (Kathy)			
	11:45am	Tech Time (Mark kick it off or does someone else want to?) <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), and Ryan Gray to chat about the ENG waiting list process. Jennifer might ask CTLT if there is any new stuff out there they want to show off briefly.			
	12:30pm	Closing Remarks/Evaluations (Jennifer)			
	2010-2011 Sessions *Items highlighted in yellow are confirmed and on the University Calendar	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					

	<p>and Dean on Duty</p> <ul style="list-style-type: none"> ○ Include Police Department on emergency plans ○ Will cover how to diffuse hot situations ○ Development of emergency plans for departments <ul style="list-style-type: none"> ● NCAA Requirements and Advising Must-Knows
Future Meeting Times	<p>August 11th from 9-10am in Fell 446</p> <p>August 25th from 9-10am in Fell 446</p> <p>September 15th from 9-10am in Fell 446</p> <p>September 29th from 9-10am in Fell 446</p> <p>October 13th from 9-10am in Fell 446</p> <p>October 27th from 9-10am in Fell 446</p> <p>November 10th from 9-10am in Fell 446</p> <p>December 8th from 9-10am in Fell 446</p> <p>December 22nd from 9-10am in Fell 446</p>