

**Professional Development Committee
Minutes from August 25, 2010**

Members in attendance:	Jennifer Frobish, Teri Farr, Linda Ellerman, Lindsay Soliman, Lisa Fant Lawless, Amelia Noel-Elkins, Kathy Schmidt, Raz Steward, Susan Woollen, Mark Vegter	
Absent:	Kerri Fuller	
Fall Advisor Day 2010: Logistics	<p>Confirmed for September 1 from 8-1 in Alumni Center in room 116.</p> <p>As of Wednesday, we had 61 registered, and by Friday, that number jumped to 74.</p> <p>Door prizes!!!</p> <ul style="list-style-type: none"> • COB will be donating a State Your Business t-shirt, coffee mug, and water bottle. • COM is donating portfolios. • Health Sciences is giving us whatever we'd like. • AAAC is donating a NACADA Regional Conference registration. • We have a Wellness Pass from Nikki. • Teri is working on Dean of Students . . . <p>We reviewed the agenda for FAD and determined when we would draw for prizes. That is noted in the agenda that Committee members will have.</p>	
Fall Advisor Day 2010: Program	<p>8:00am</p> <p>8:30am</p> <p>8:50am</p> <p>9:00am</p> <p>9:30am</p> <p>10:30am</p> <p>10:45am</p> <p>11:15am</p> <p>11:30am</p> <p>11:45am</p> <p>12:30pm</p>	<p>Check-in/Breakfast (Raz and Susan)</p> <p>President Bowman (Jon or Mark)</p> <p>Introductions/Recognition of new advisors and retiring advisors (Jennifer)</p> <p>Committee Updates (Jennifer)</p> <p>University Updates (Teri)</p> <ul style="list-style-type: none"> • EMAS (Jon) • Registrar (Jess Ray) • Dean of Students (Jan Paterson & John Davenport) • Passages (Barb Dallinger) • Career Center (new director) • iCampus (Julie Prianos) <p>BREAK</p> <p>University College Updates (Lisa)</p> <ul style="list-style-type: none"> • Liaison Information/Special Populations Advisors (Wendi) • Transfer Transitions (MJ) • Syllabus Rollout (advisor yet to be determined) <p>NACADA/ILAAA/Regional NACADA/etc Updates (Mark & Lindsay)</p> <p>FYE Conference information (Kathy)</p> <p>Tech Time (Mark)</p> <ul style="list-style-type: none"> • Ryan Gray from ENG • Abby Reel from UC <p>Closing Remarks/Evaluations (Jennifer)</p>

<p>Tech Session</p>	<p>We decided to change our WIKI/OASIS session on October 12th to just a general technology session. Jennifer will check with CTLT on the online registration system . . .</p> <p>We will highlight Cathy McKay’s online appointment system. Raz will follow-up with her.</p> <p>We will have Alex walk through the WIKI, telling people how to make changes, etc. We will suggest that folks bring flashdrives with materials they might want to put on the WIKI so Alex can demonstrate how to update it.</p> <p>Amelia will facilitate a conversation about OASIS and the potential issues facing that program.</p> <p>Jennifer will contact CTLT about a brief highlight on the new “Blackboard” system, which isn’t Blackboard but something else.</p> <p>Would we like to also have the Registrar’s Office demonstrate Illinois Virtual Campus and U.Select?? They reached out to us . . .</p> <p>Jennifer will move our CTLT room to the computer lab.</p>																												
<p>November Session</p>	<p>After a good conversation about our November “How to Graduate a Student in 4 Years” topic . . . we changed this one too. On November 18th from 1-2:30pm, we will be doing the NACADA Webinar on “Tips and Tools for Advising as a Teaching and Learning Process.” Jennifer will follow-up with CTLT to move us to a lab and to see if Patrick is willing to fund the session.</p>																												
<p>Spring Advisor Day 2011</p>	<p>We have identified our topic! WOOHOO!!! We will focus on Retention and Persistence to Graduation. We will build on the Syllabus and developing learning objectives, etc. We will also examine the University of Minnesota 4 year plan system, using real departments, to show how it works and to discuss whether or not this could work for us.</p> <p>Date is not yet set . . .</p>																												
<p>2010-2011 Sessions</p>	<p>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.</p> <table border="1" data-bbox="331 1423 1507 1822"> <tr> <td>August 5th</td> <td>9-11am</td> <td>CTLT</td> <td>Common Reading</td> </tr> <tr> <td>September 1st</td> <td>8-12</td> <td>Alumni Center</td> <td>FAD</td> </tr> <tr> <td>October 12th</td> <td>9-11am</td> <td>CTLT</td> <td>Tech Time</td> </tr> <tr> <td>November 18th</td> <td>1-2:30pm</td> <td>CTLT</td> <td>Advising as Teaching Webinar</td> </tr> <tr> <td>December 2nd</td> <td>9-11am</td> <td>CTLT</td> <td>LIBRARY DEDICATION! Common Reading: NACADA article</td> </tr> <tr> <td>December 16th</td> <td>9-11am</td> <td>Visor Center</td> <td>Visor Center Field Trip and Town Hall Meeting</td> </tr> <tr> <td>January</td> <td>TBD</td> <td>Alumni Center</td> <td>Spring Advisor Day</td> </tr> </table> <p>The following topics are potential spring topics and have yet to be scheduled . . .</p> <ul style="list-style-type: none"> • Working with Special Populations . . . <ul style="list-style-type: none"> ○ Athletes and what advisors need to know about NCAA requirements ○ Students with Disabilities 	August 5 th	9-11am	CTLT	Common Reading	September 1 st	8-12	Alumni Center	FAD	October 12 th	9-11am	CTLT	Tech Time	November 18 th	1-2:30pm	CTLT	Advising as Teaching Webinar	December 2 nd	9-11am	CTLT	LIBRARY DEDICATION! Common Reading: NACADA article	December 16 th	9-11am	Visor Center	Visor Center Field Trip and Town Hall Meeting	January	TBD	Alumni Center	Spring Advisor Day
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	<ul style="list-style-type: none"> ○ TRIO students ○ Honors Program participants ● 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
Future Meeting Times	<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>